The Chinese University of Hong Kong
GraduateSchool
香港中文大學研究院

User Guide
for
Online Study Plan and Progress Report

Graduate School

The Chinese University of Hong Kong

July 2022

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Introduction

This User Guide is divided into different sections for respective user groups as follows:

STUDY PLAN:

I. Student
II. Supervisor
III. Programme Administrator and Division operational staff
IV. Head of Graduate Division

PROGRESS REPORT:

V. Student and Student feedback
VI. Supervisor
VII. Programme Administrator and Division operational staff
VIII. Head of Graduate Division

Minimum System Requirements and User Tips

Browser

CUSIS is compatible to desktop and mobile versions of most commonly used browsers. For details on supported browser versions, please visit https://www.cuhk.edu.hk/cusis/com/cusis-PCrequirement.pdf.

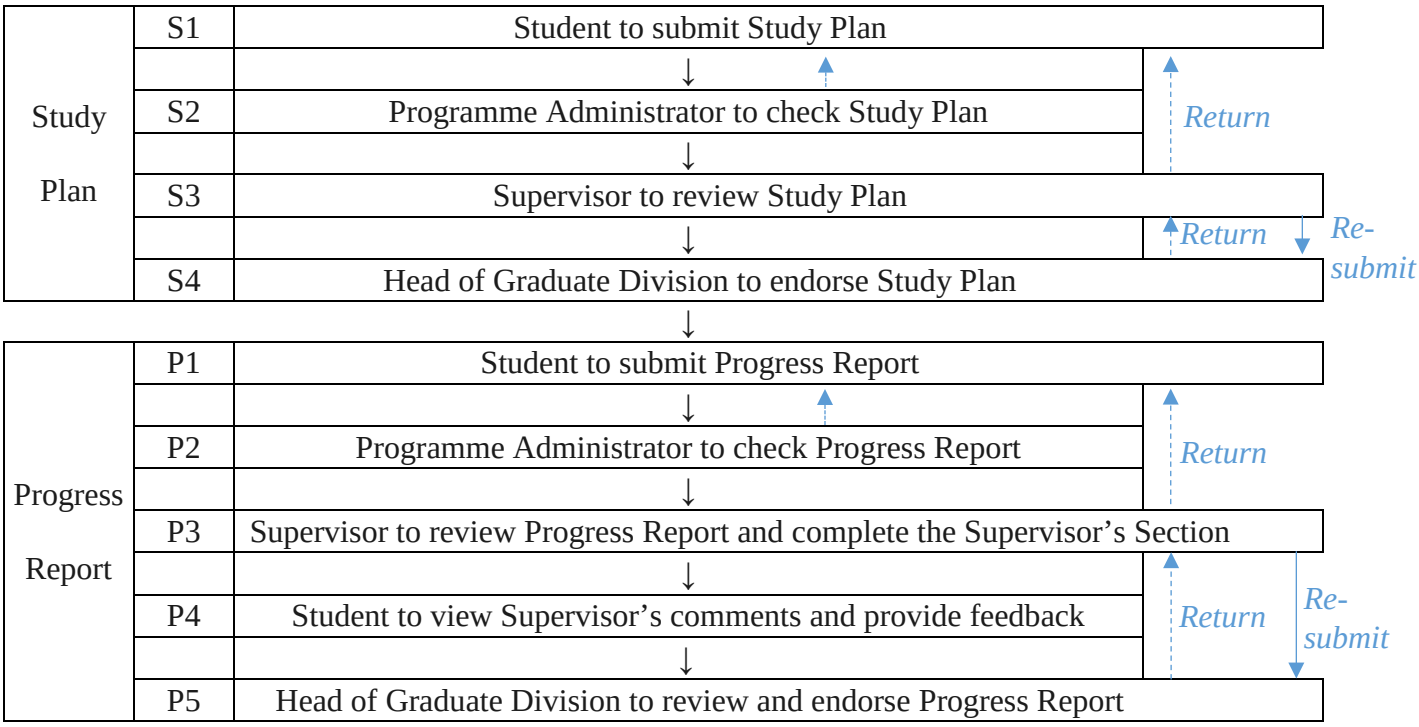
Pop-up Blocker

You might need to allow pop-ups in your browsers to access some specific CUHK online information. If your internet browser blocks pop-ups by default, you could follow the steps at www.cuhk.edu.hk/itsc/training/faq-popup.html to allow cuhk.edu.hk for pop-ups.

Session Timeout

When you leave the MyCUHK window idle for more than 20 minutes, the system will log you out automatically. The session timeout message box will pop up two minutes before your session expires. Simply click OK to remain signed in.

Workflow for Submission of Study Plan and Progress Report



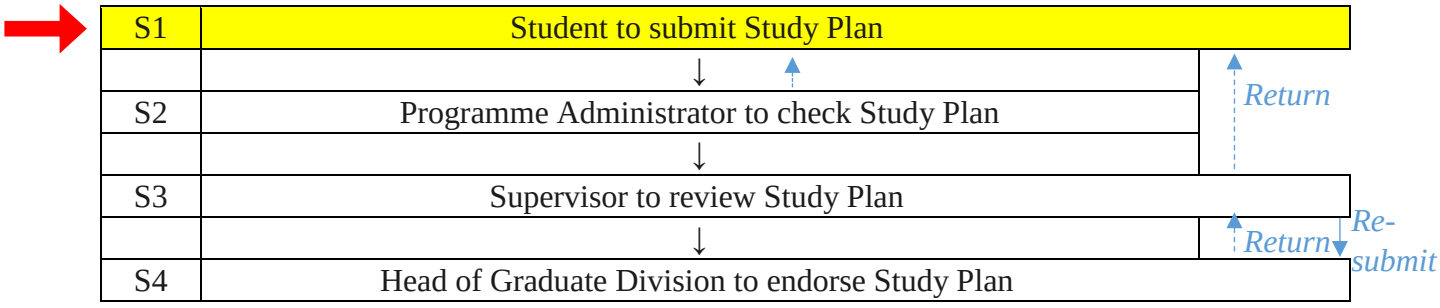
STUDY PLAN

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan annually to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language (if applicable) requirements for graduation.

Student and Supervisor should meet to discuss this Study Plan prior to completing and submitting it to the Online Study Plan and Progress Report.

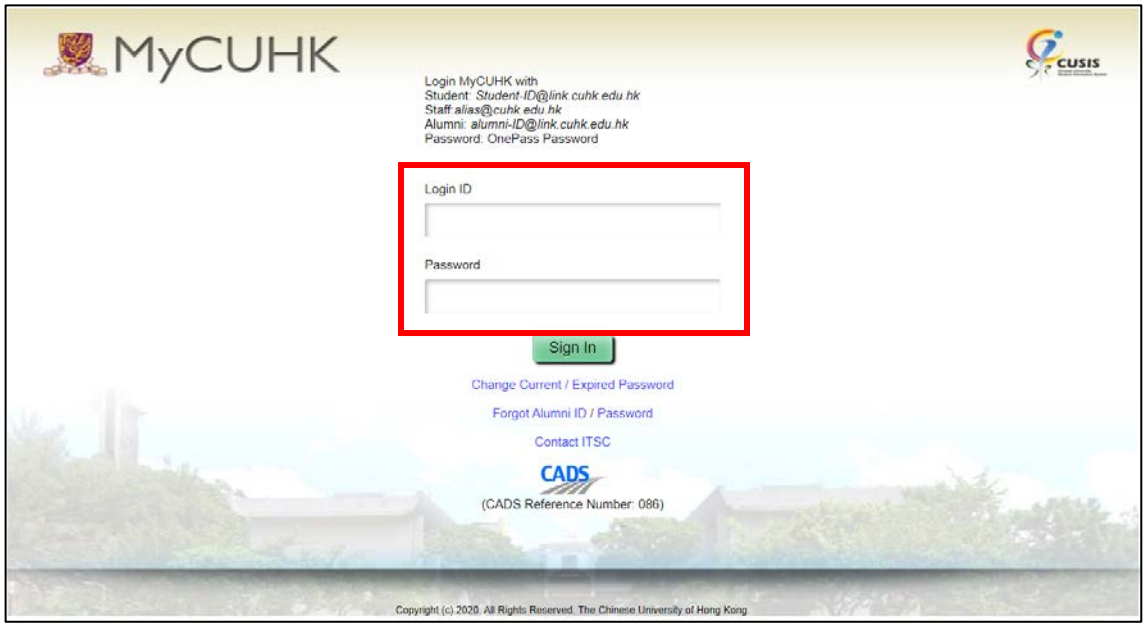
I. Student

A. Workflow for Submission

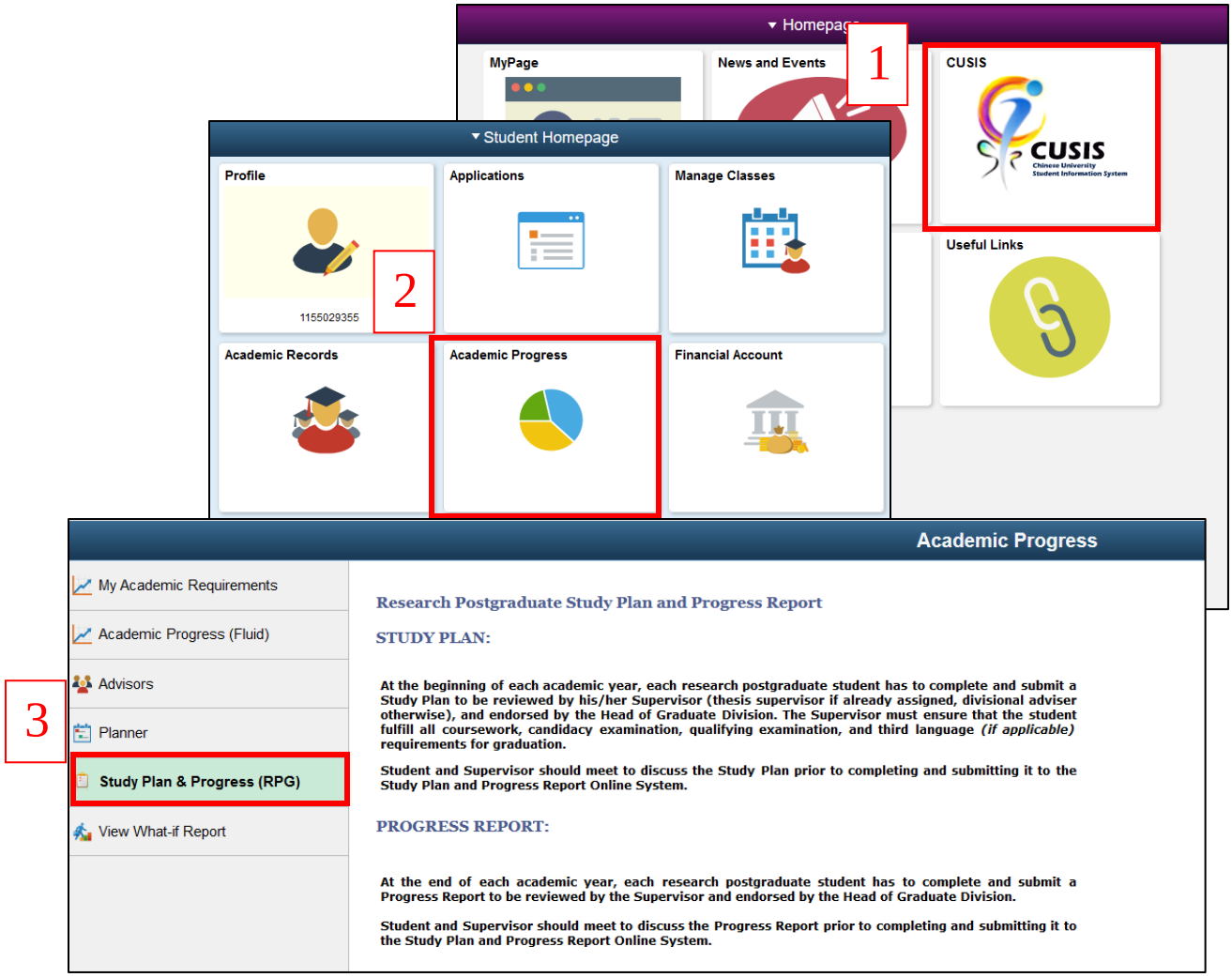


B. Login

Path: *MyCUHK > CUSIS > Academic Progress > Study Plan & Progress (RPG)*

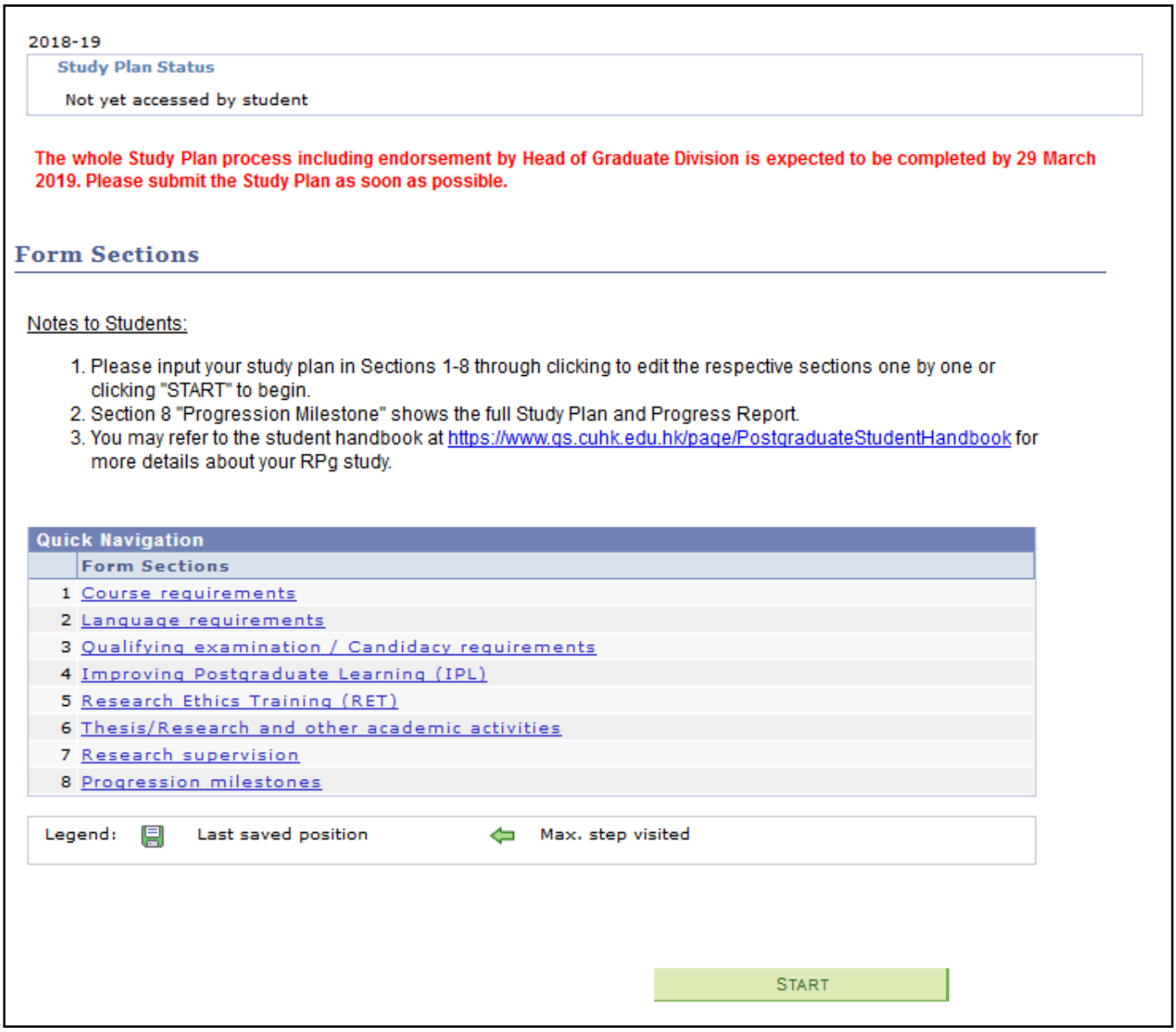


- Login MyCUHK with Student ID and OnePass (CWEM) password.



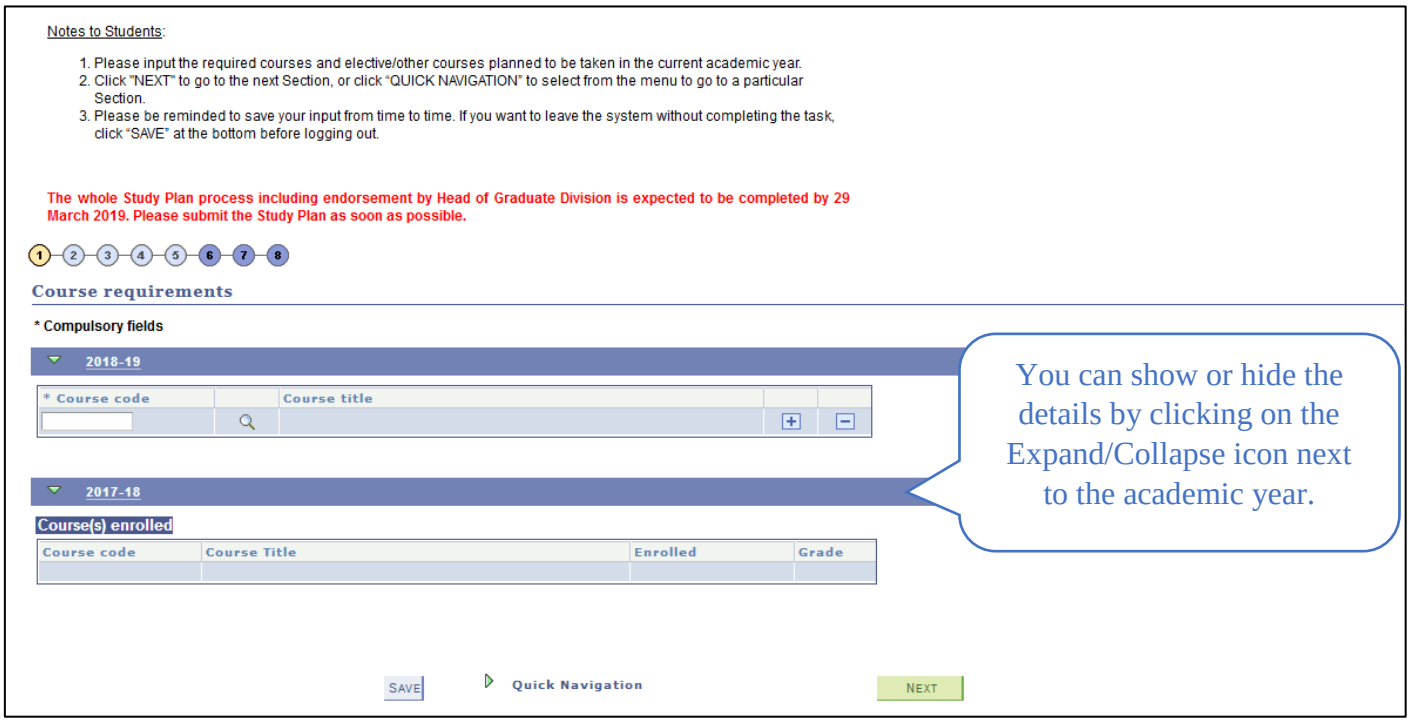
C. System Main Menu

Please follow the instructions in each Section to complete the Study Plan.
You can click on the number buttons or “Quick Navigation” in subsequent screens to jump to different Sections.



1) Course requirements

Students should input the required courses and elective/other courses planned to be taken in the current academic year (i.e., 1 August of this year to 31 July of the following year).

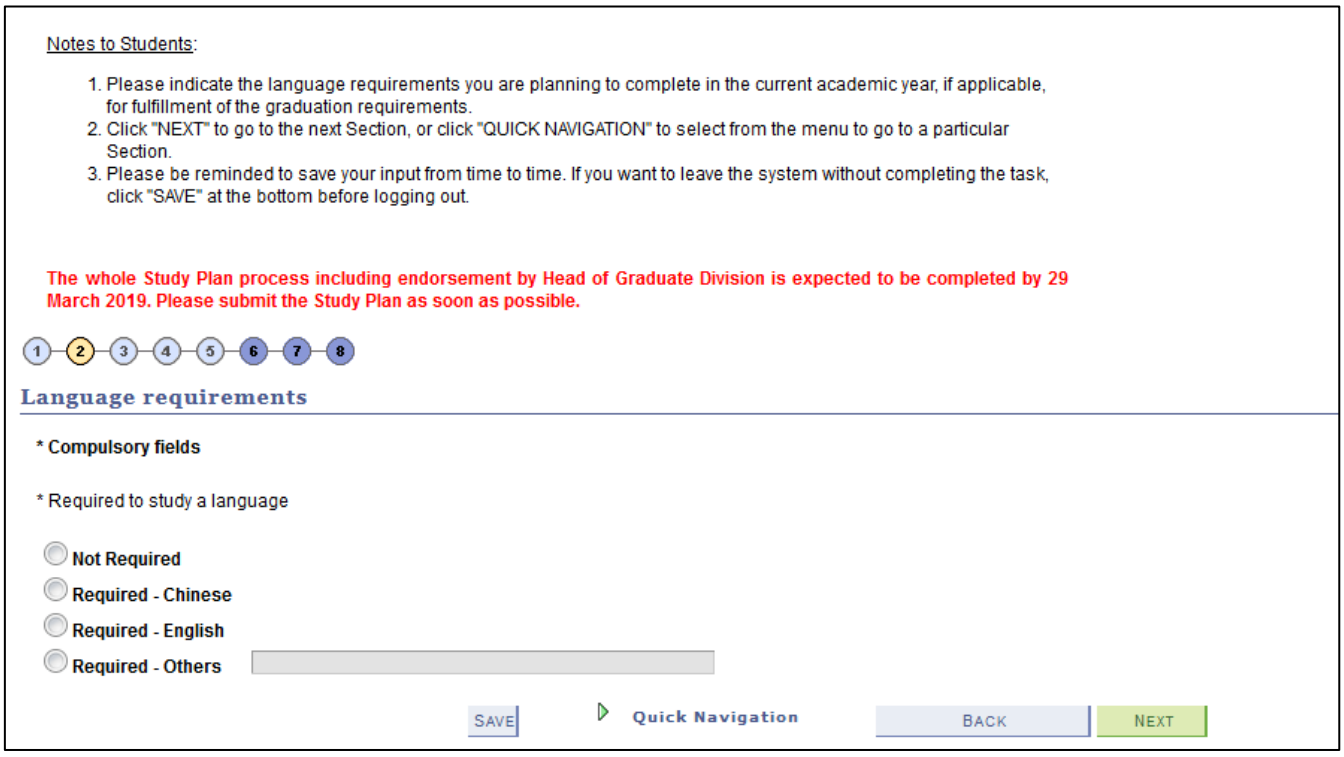


- *"Course code":* Input the course code or click the magnifier icon to choose.
- "+ −": Click + to add a row and − to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

2) Language requirements

Students should indicate the language requirements they are required to fulfill for graduation, if any.

For language requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.



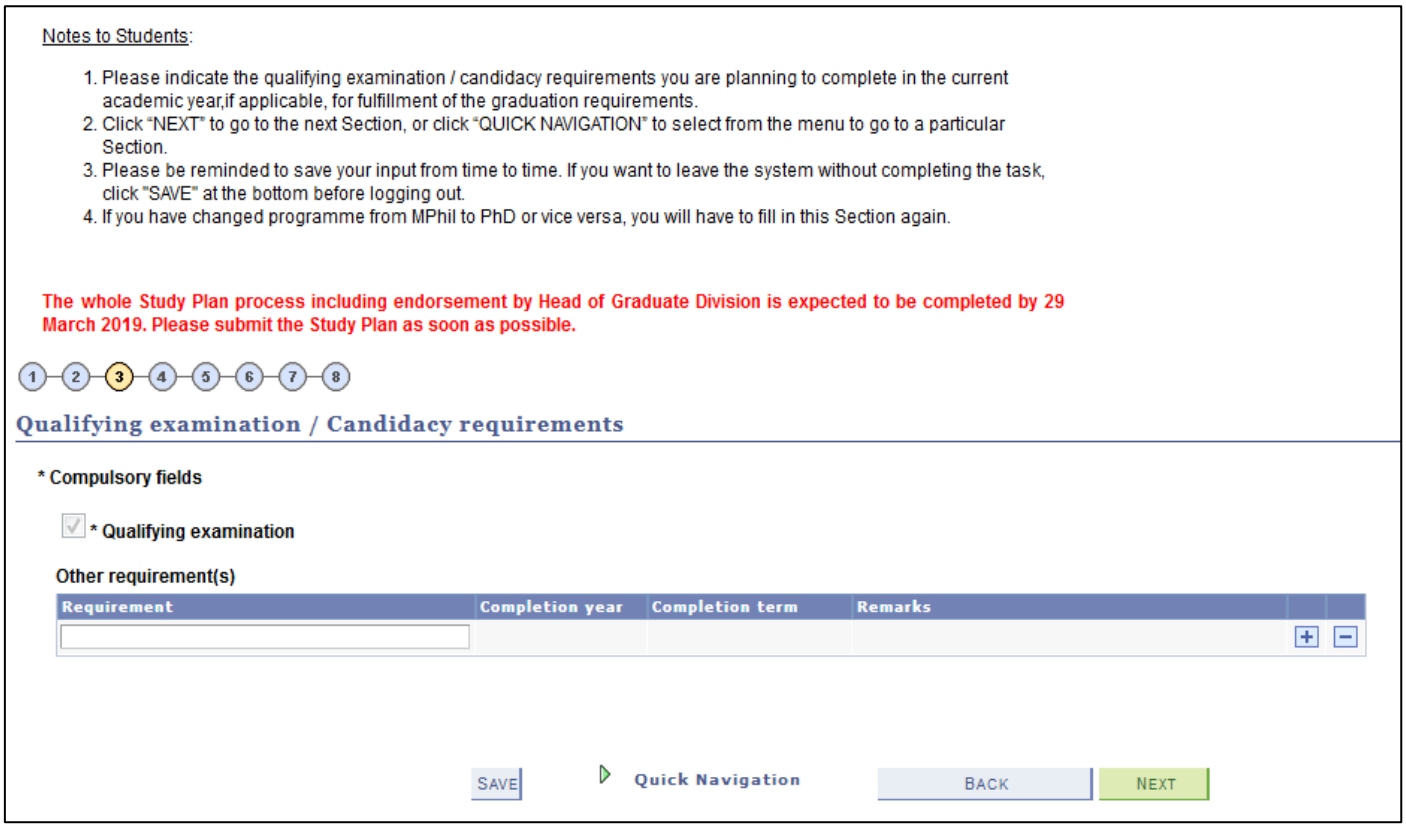
- Choose the applicable option
  - *"Not Required"*
  - *"Required - Chinese"*: Required to study Chinese
  - *"Required - English"*: Required to study English
  - *"Required - Others"*: Click the checkbox and fill in the required language
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

3) Qualifying examination/Candidacy requirements

Doctoral students must pass the qualifying examination/candidacy requirements for advancement to doctoral candidature.

Content shown in this Section depends on the student's study programme.

For qualifying examination/candidacy requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.



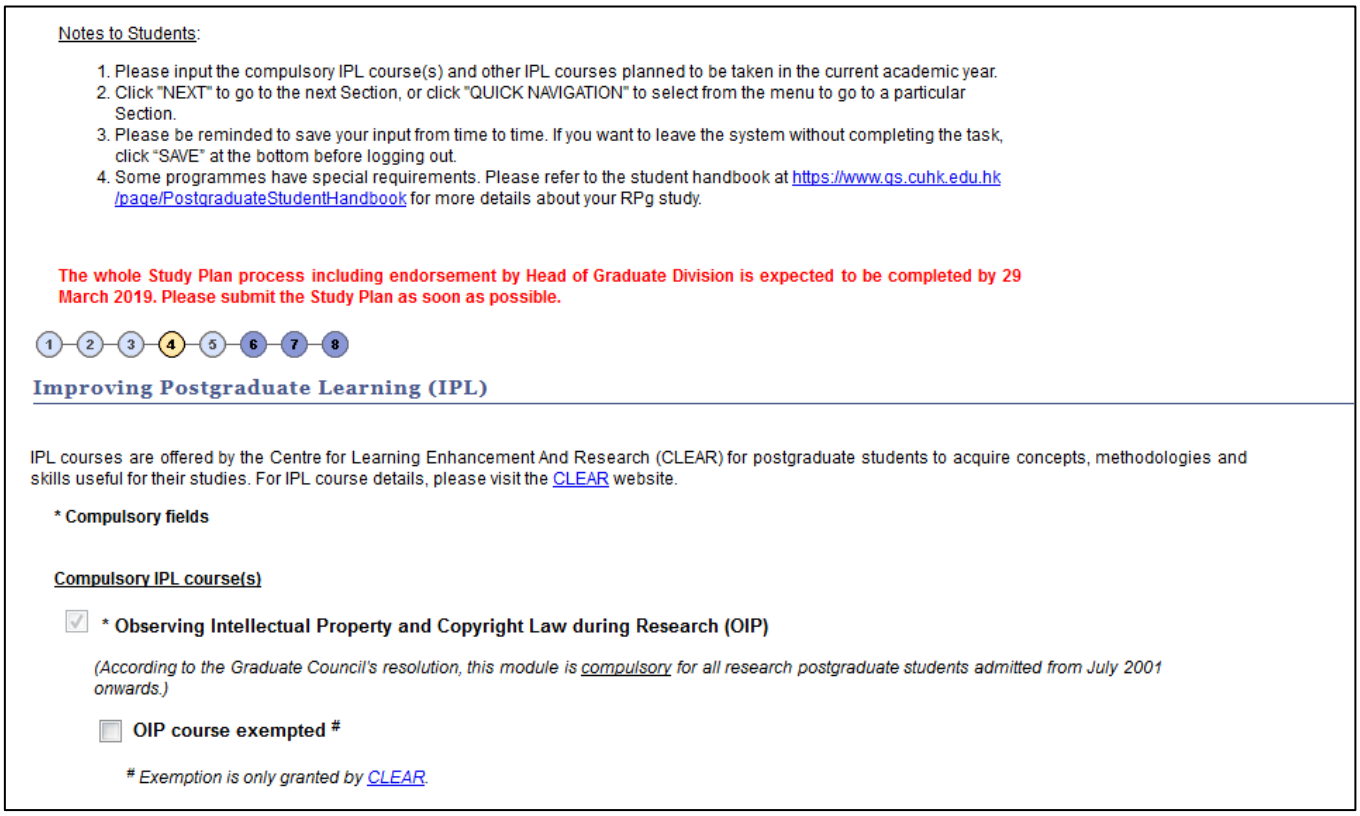
For other requirements, if any:

- "*Requirement*": Specify other requirements.
- "+ −": Click + to add a row and − to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

4) Improving Postgraduate Learning (IPL)

For IPL requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

Compulsory IPL course(s):



Notes to Students:

1. Please input the compulsory IPL course(s) and other IPL courses planned to be taken in the current academic year.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
3. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom before logging out.
4. Some programmes have special requirements. Please refer to the student handbook at https://www.gs.cuhk.edu.hk /page/PostgraduateStudentHandbook for more details about your RPg study.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

Improving Postgraduate Learning (IPL)

IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the CLEAR website.

*** Compulsory fields**

Compulsory IPL course(s)

☑ *** Observing Intellectual Property and Copyright Law during Research (OIP)**

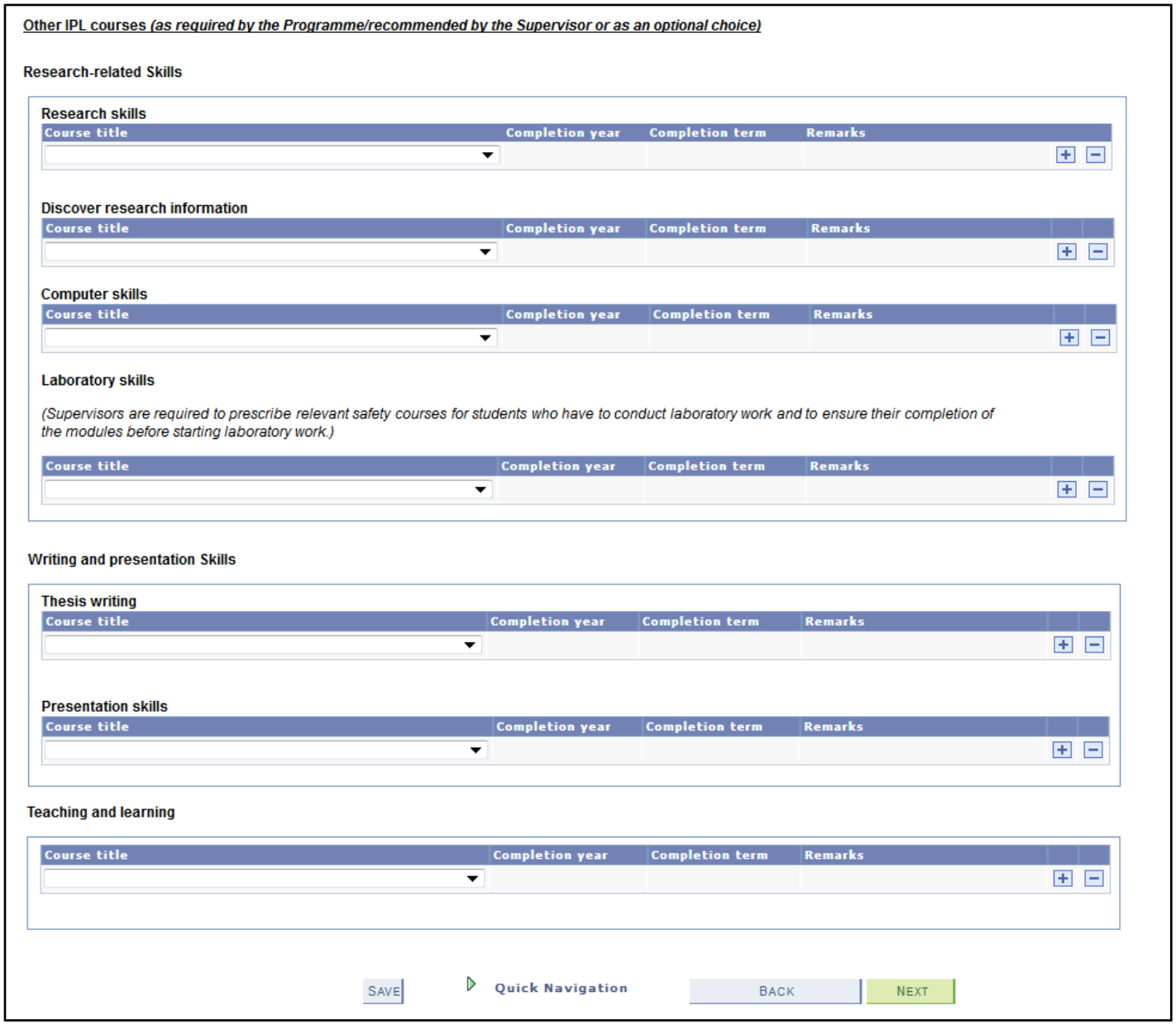
(According to the Graduate Council's resolution, this module is compulsory for all research postgraduate students admitted from July 2001 onwards.)

☐ **OIP course exempted #**

 # Exemption is only granted by CLEAR.

- *"OIP course exempted"*: Exemption is only granted by CLEAR.

Other IPL courses (as required by the Programme or recommended by the Supervisor or as an optional choice):

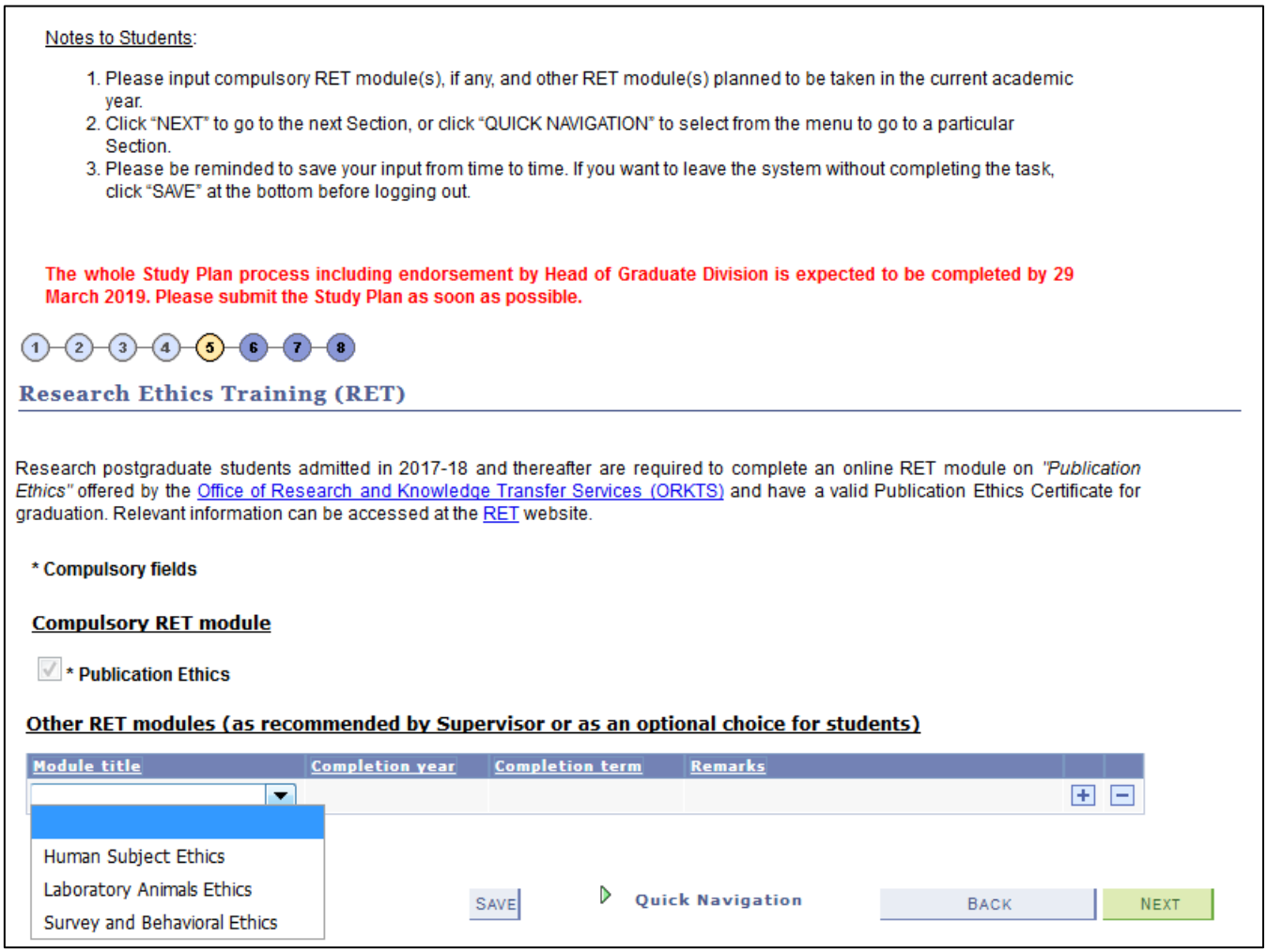


- "*Course title*": Choose the course from the drop-down menu.
- "[+] [−]": Click [+] to add a row and [−] to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

5) Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

For RET requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.

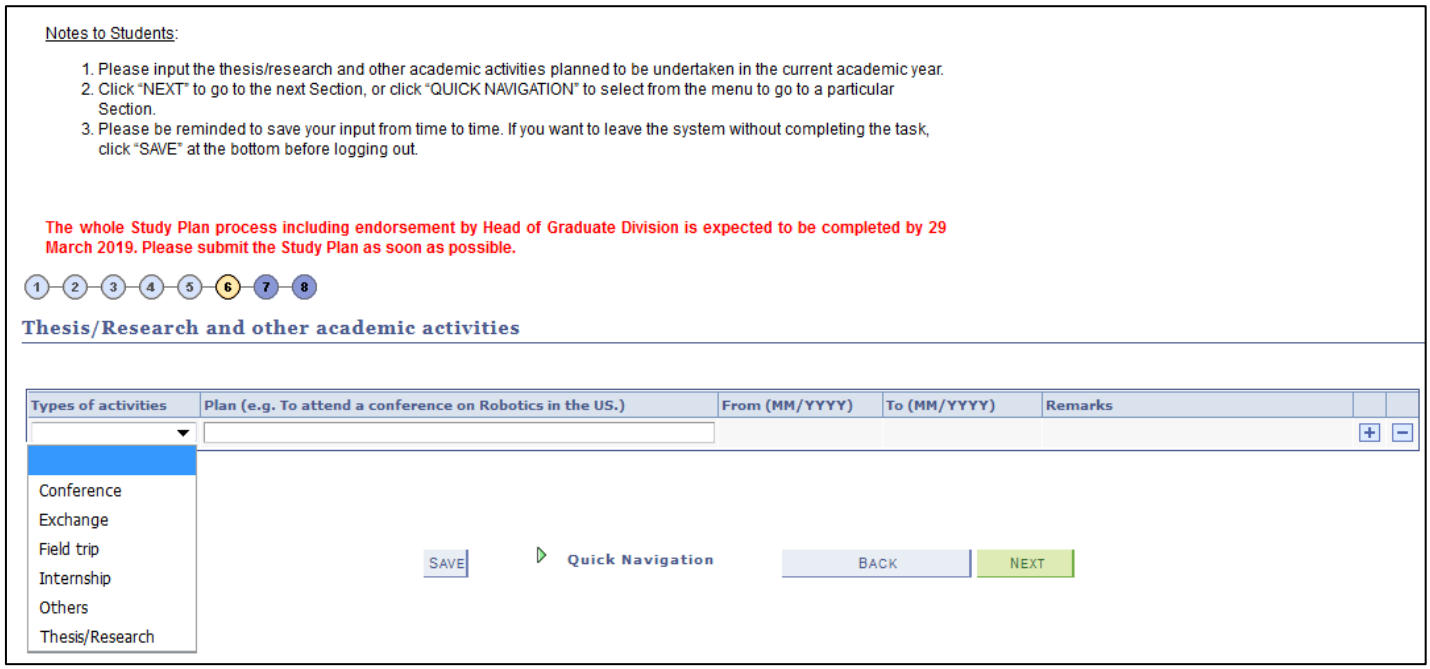


- "*Module title*": Choose the module from the drop-down menu.
- "[+] [−]": Click [+] to add a row and [−] to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

6) Thesis/Research and other academic activities

Students who plan to undertake an activity in the current academic year (i.e., 1 August of this year to 31 July of the following year) should complete this Section.

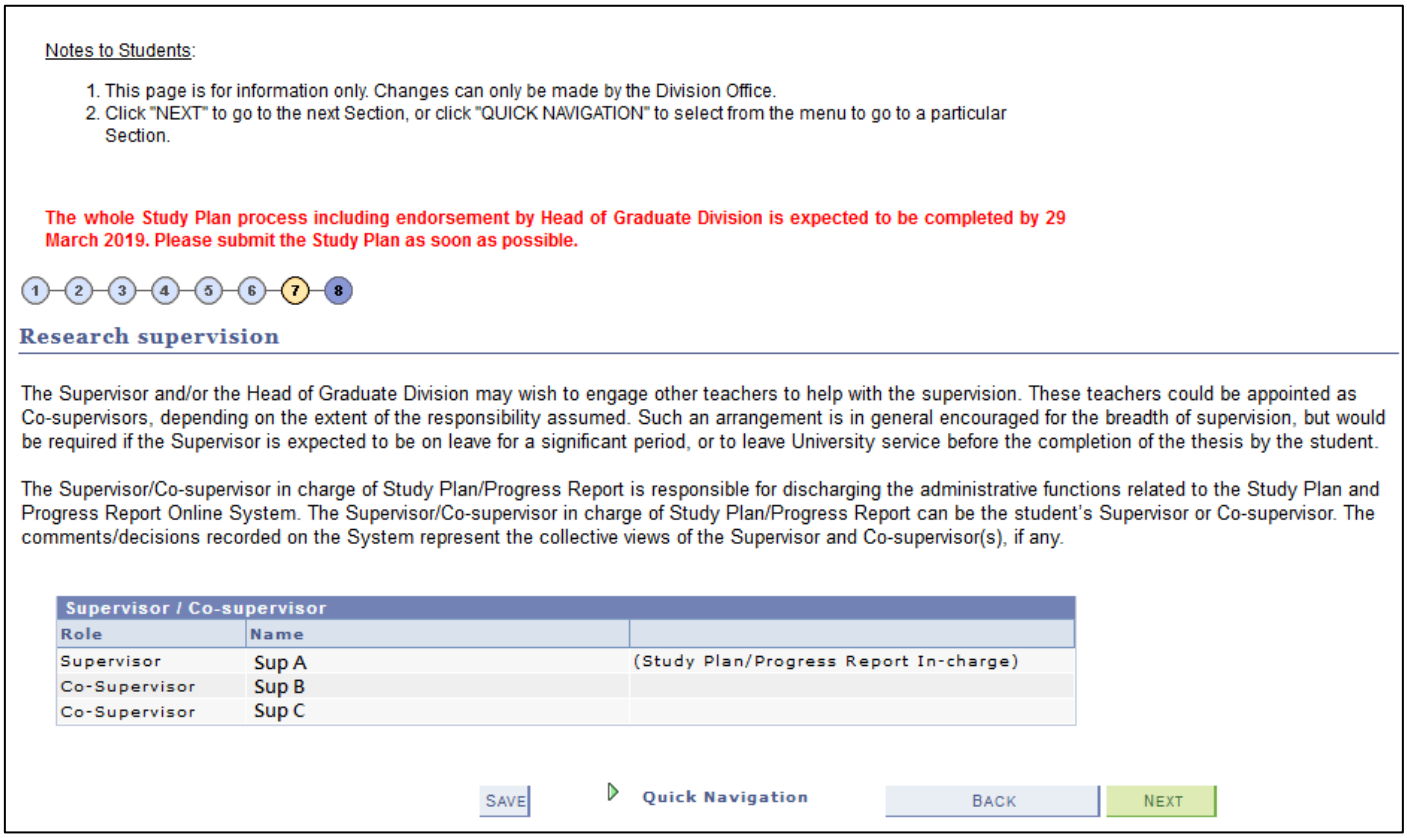
For thesis/research and other academic activities completed and inputted in the endorsed Progress Report in previous year(s), the completion details will be retrieved automatically.



- *"Type of activities"*: Choose the activity from the drop-down menu.
- *"Plan"*: Briefly describe the activity.
- "⊞ ⊟": Click ⊞ to add a row and ⊟ to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

7) Research supervision (for viewing only)

Students can view the names of their Supervisors and Co-supervisors in this Section.



Notes to Students:

1. This page is for information only. Changes can only be made by the Division Office.
2. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

Research supervision

The Supervisor and/or the Head of Graduate Division may wish to engage other teachers to help with the supervision. These teachers could be appointed as Co-supervisors, depending on the extent of the responsibility assumed. Such an arrangement is in general encouraged for the breadth of supervision, but would be required if the Supervisor is expected to be on leave for a significant period, or to leave University service before the completion of the thesis by the student.

The Supervisor/Co-supervisor in charge of Study Plan/Progress Report is responsible for discharging the administrative functions related to the Study Plan and Progress Report Online System. The Supervisor/Co-supervisor in charge of Study Plan/Progress Report can be the student's Supervisor or Co-supervisor. The comments/decisions recorded on the System represent the collective views of the Supervisor and Co-supervisor(s), if any.

Supervisor / Co-supervisor		
Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

SAVE Quick Navigation BACK NEXT

- NEXT: Move to the next Section.

8) Progression milestones (for viewing only)

Information saved in the Study Plan will be collated and shown in this Section.

Students can amend the content of a particular Section by clicking the relevant link under “Quick Navigation” to go back to the page for editing.

Notes to Students:

1. This Section is a summary of all items recorded in the previous Sections.
2. If changes to any of the Sections are required, please click "QUICK NAVIGATION" to select from the menu to go to a particular Section for revision.
3. If no changes to any of the Sections are required, please click "SUBMIT TO DIVISION".
4. Click "View previous report" to view report(s) submitted in the previous year(s) under the current academic programme.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click “SAVE” at the bottom before logging out.

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

1 2 3 4 5 6 7 8

Progression milestones

Milestones should be set at the beginning of each academic year jointly by the student and the supervisor(s).

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course code	Course title

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks

Improving Postgraduate Learning (IPL)

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks

Discover research information

Course title	Completion year	Completion term	Remarks

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks

Writing and presentation skills

Thesis writing

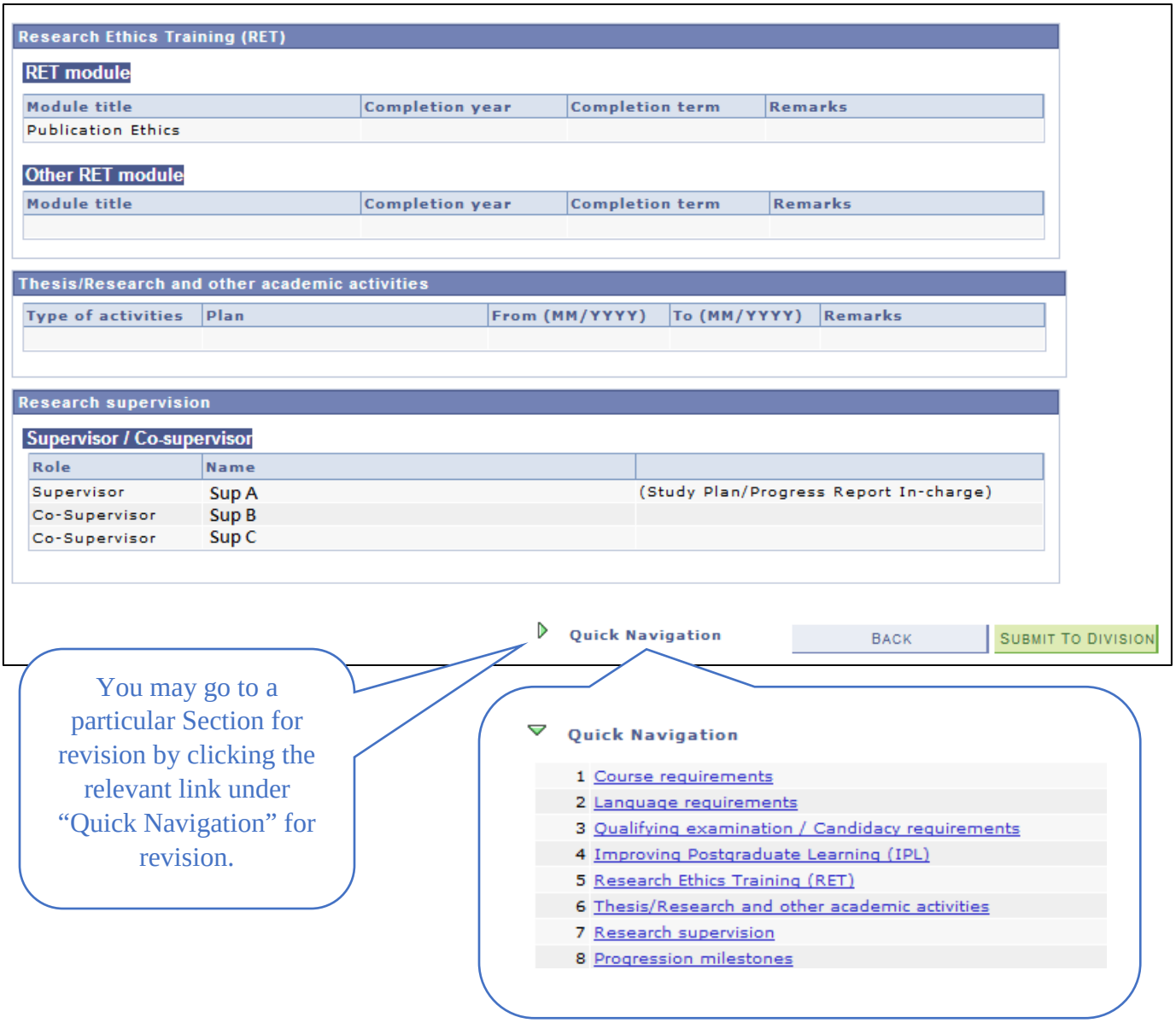
Course title	Completion year	Completion term	Remarks

Presentation skills

Course title	Completion year	Completion term	Remarks

Teaching and learning

Course title	Completion year	Completion term	Remarks

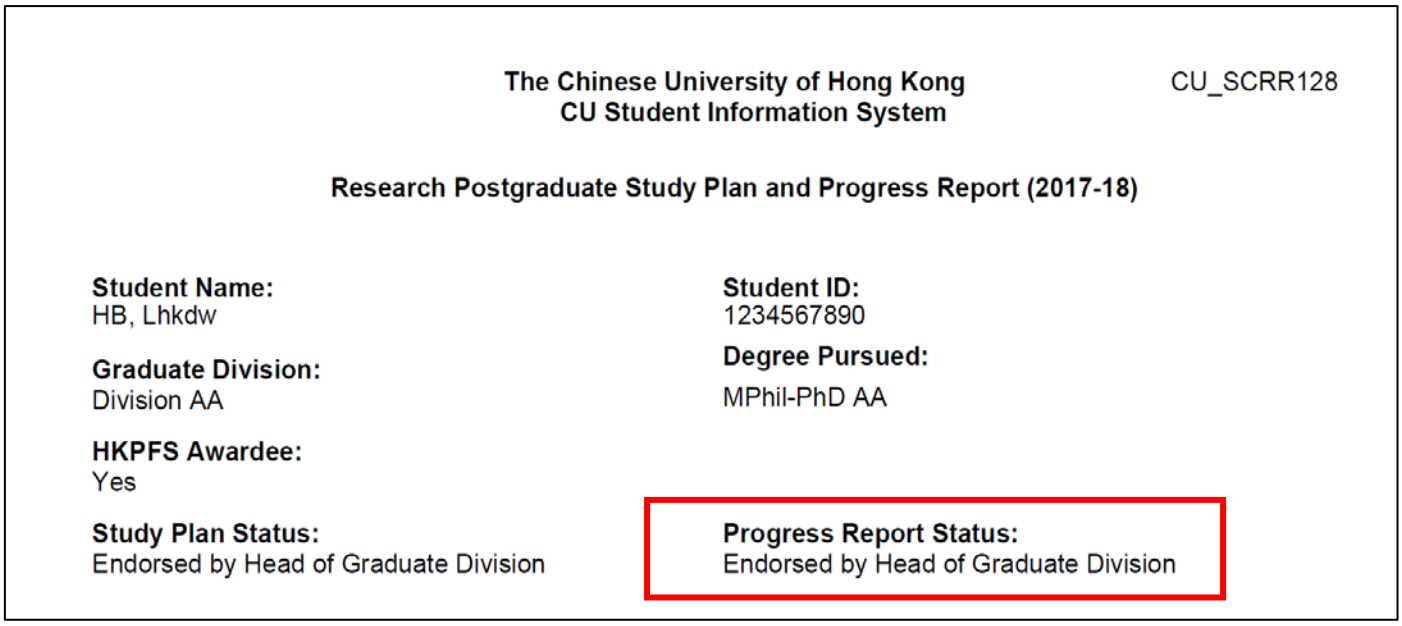


You may go to a particular Section for revision by clicking the relevant link under "Quick Navigation" for revision.

- *"Quick Navigation"*: Click the relevant link to go back to the relevant Section for editing.
- SUBMIT TO DIVISION: Submit the Study Plan to Programme Administrator for checking.

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name: HB, Lhkdw

Student ID: 1234567890

Graduate Division: Division AA

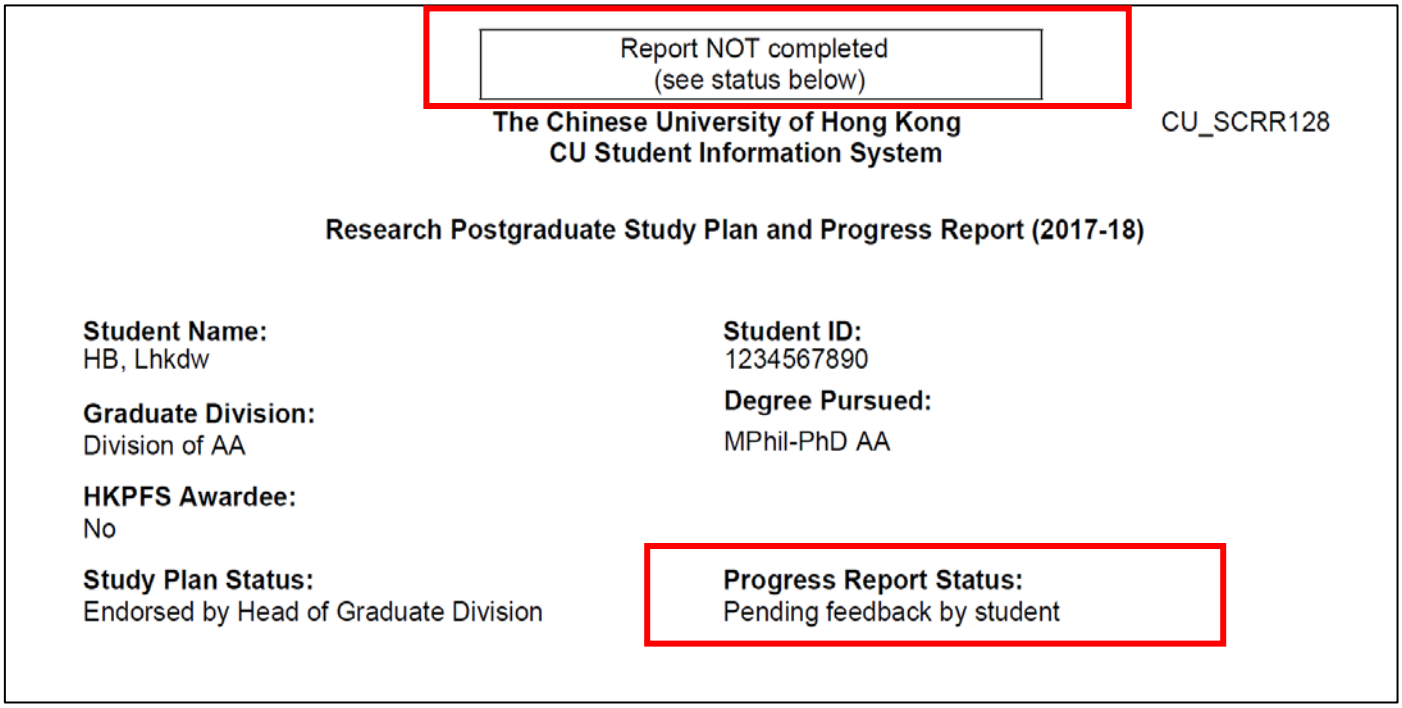
Degree Pursued: MPhil-PhD AA

HKPFS Awardee: Yes

Study Plan Status: Endorsed by Head of Graduate Division

Progress Report Status: Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name: HB, Lhkdw

Student ID: 1234567890

Graduate Division: Division of AA

Degree Pursued: MPhil-PhD AA

HKPFS Awardee: No

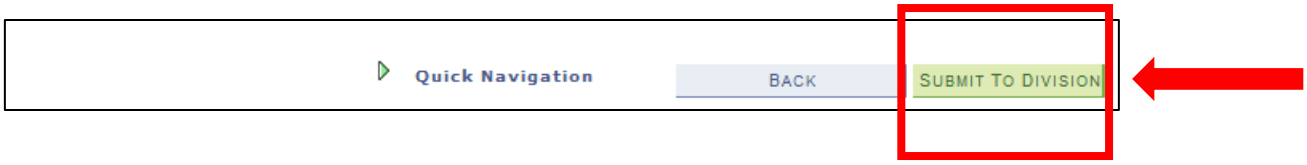
Study Plan Status: Endorsed by Head of Graduate Division

Progress Report Status: Pending feedback by student

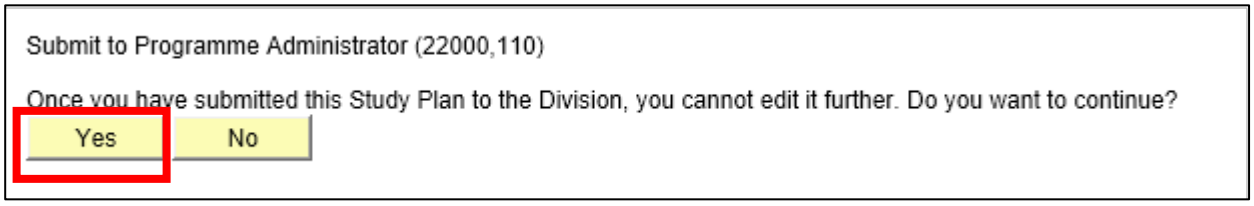
D. Submission and Review Process

1) Submission by Student

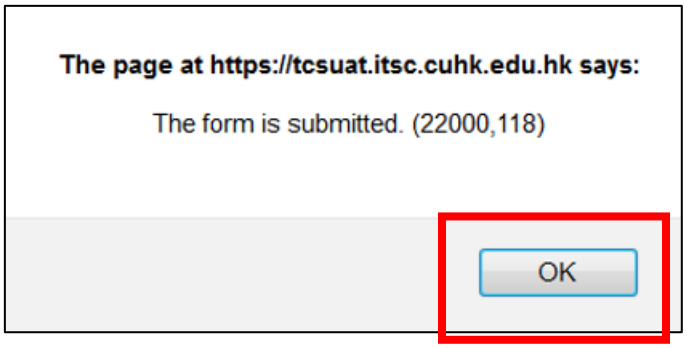
On completion of the Study Plan, students should submit it to the Division (Programme Administrator) for checking by clicking the button SUBMIT TO DIVISION.



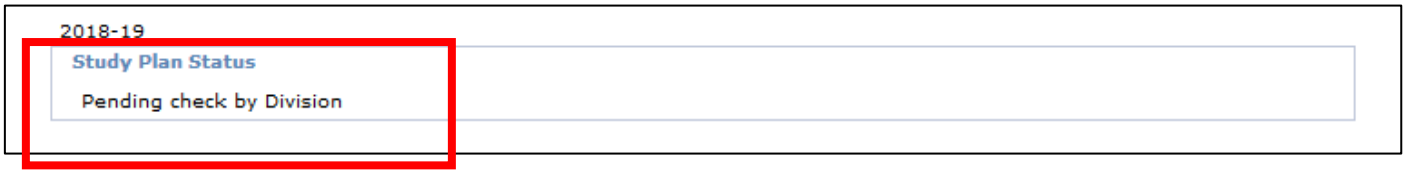
A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful submission.



Study Plan Status will be updated.



Step S1 in the workflow is completed.

A notification email to the Division (Programme Administrator) will be sent.

2) Return by Division Staff (Programme Administrator) to Student (where applicable)

Programme Administrator may return the Study Plan to students for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Programme Administrator and then access the system to amend, if necessary, and re-submit the Study Plan.

3) Return by Supervisor to Student (where applicable)

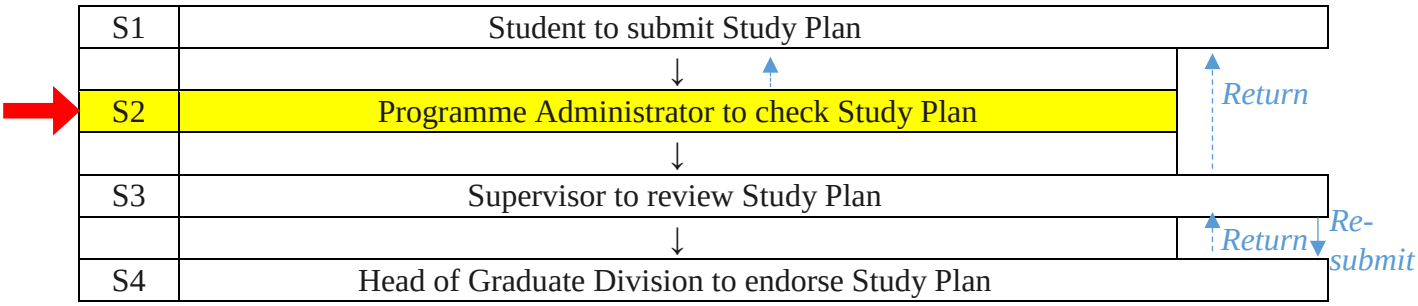
Supervisor may return the Study Plan to a student for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Study Plan.

II. Programme Administrator and Division operational staff

(Step designated by the Division to provide administration support for submission of Study Plan and Progress Report)

A. Workflow for Submission of Progress Report

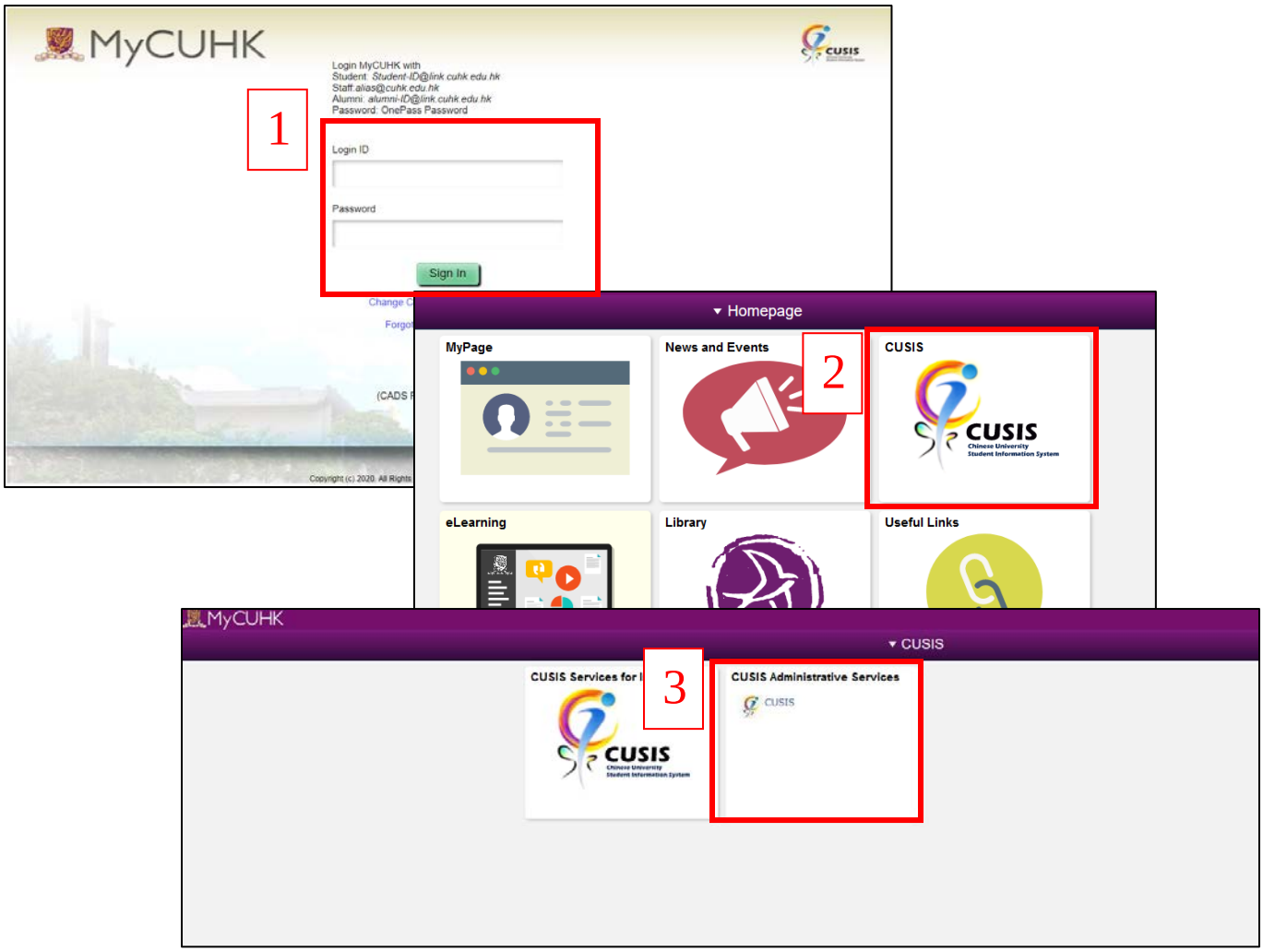


B. Pre-condition

Student has submitted the Study Plan for the academic year concerned, i.e., step S1 is completed.

C. Login

Path: *MyCUHK* > *CUSIS* > *CUSIS Administrative Services*

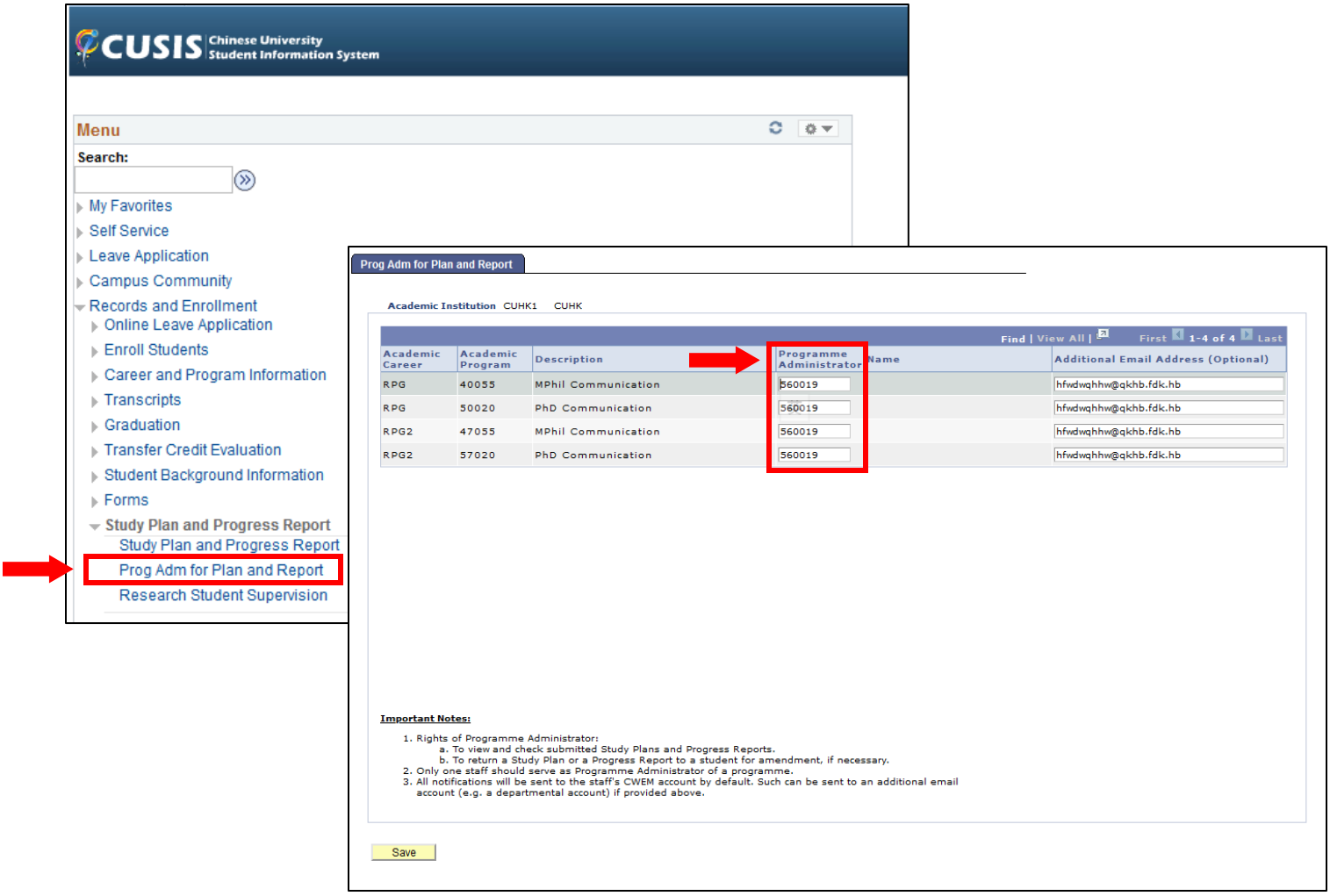


- Login MyCUHK with Staff ID and OnePass (CWEM) password.

D. Programme Administrator Maintenance

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Prog Adm for Plan and Report*

Divisions can update the Programme Administrator for Study Plan and Progress Report.

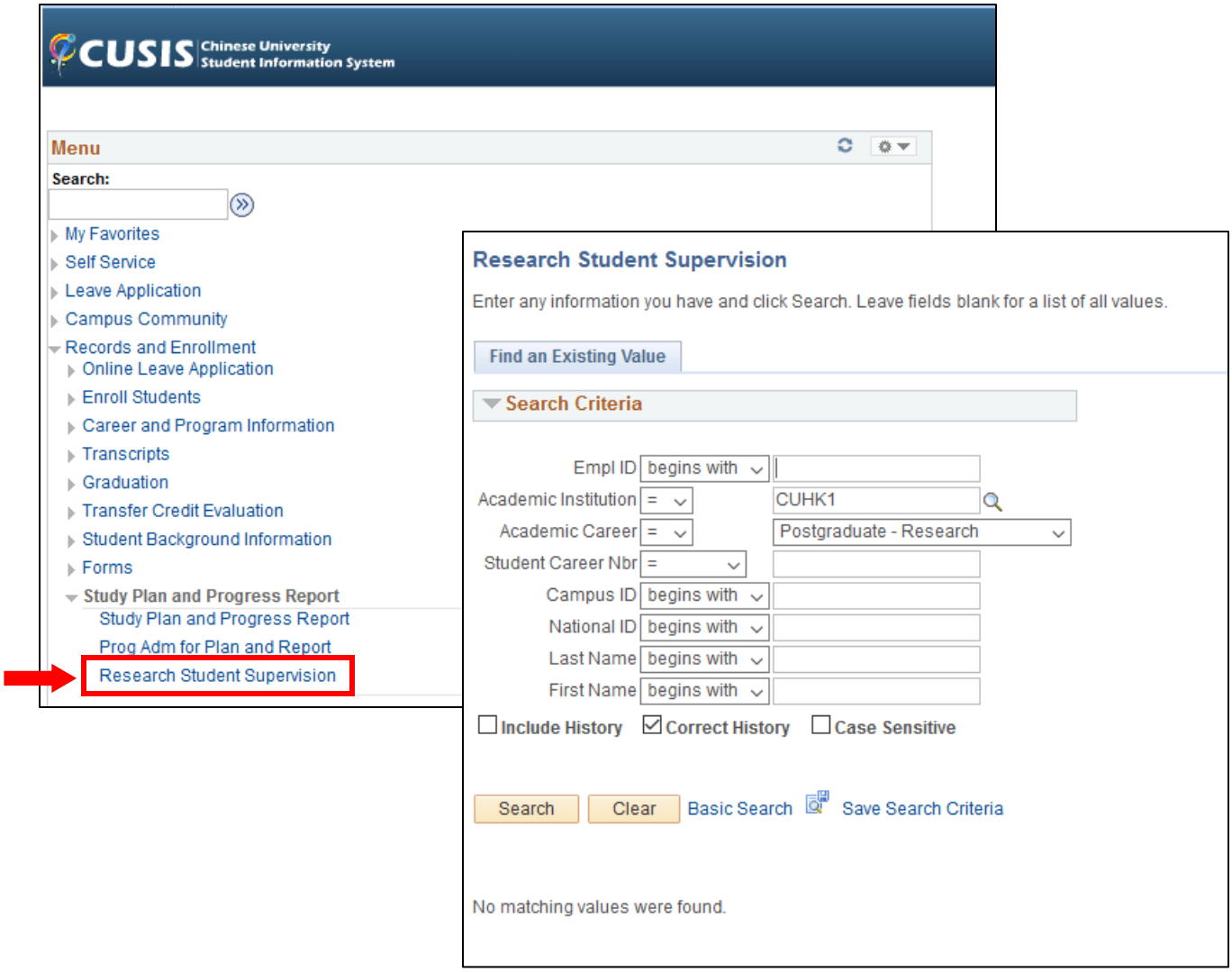


- *"Programme Administrator"*: Input the Staff ID of the Programme Administrator to be designated for the programme. The system will retrieve the staff name automatically.
- *"Additional Email Address (Optional)"*: All notifications can be sent to an additional email account if provided.
- SAVE: To confirm the update.

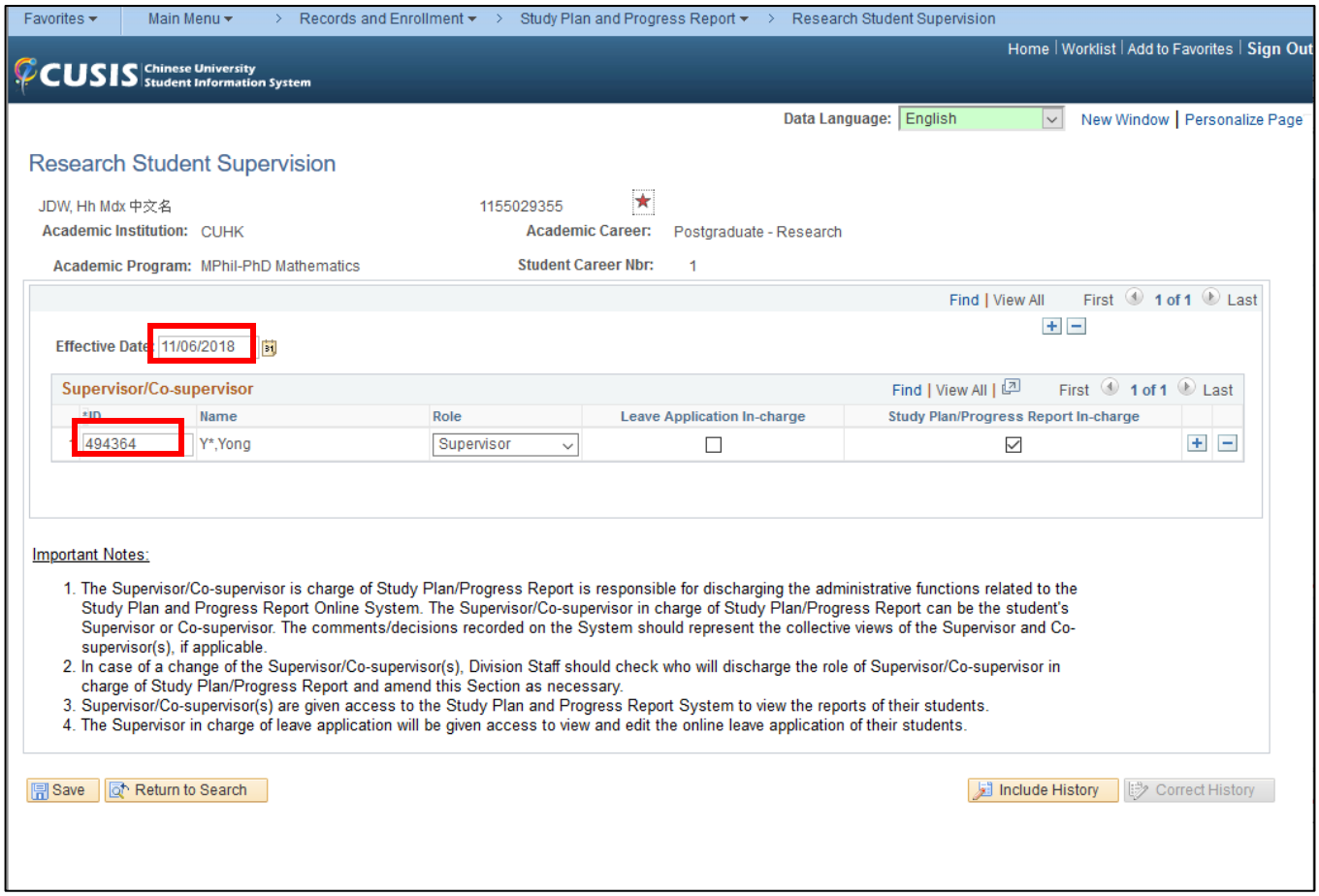
E. Research Student Supervisor Maintenance

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Research Student Supervision*

Divisions can update the approved Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.



- *"EmplID"*: Input the Student ID number to retrieve the specific student supervision record.
- *"Campus ID"*, *"National ID"*, *"Last Name"*, *"First Name"*: Input the corresponding field to search with the information you have.
- To show all students under the Division to whose records you have access right, leave all fields blank.
- Search: To search according to the information you provided, then choose the student for whom you would like to update his/her Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.



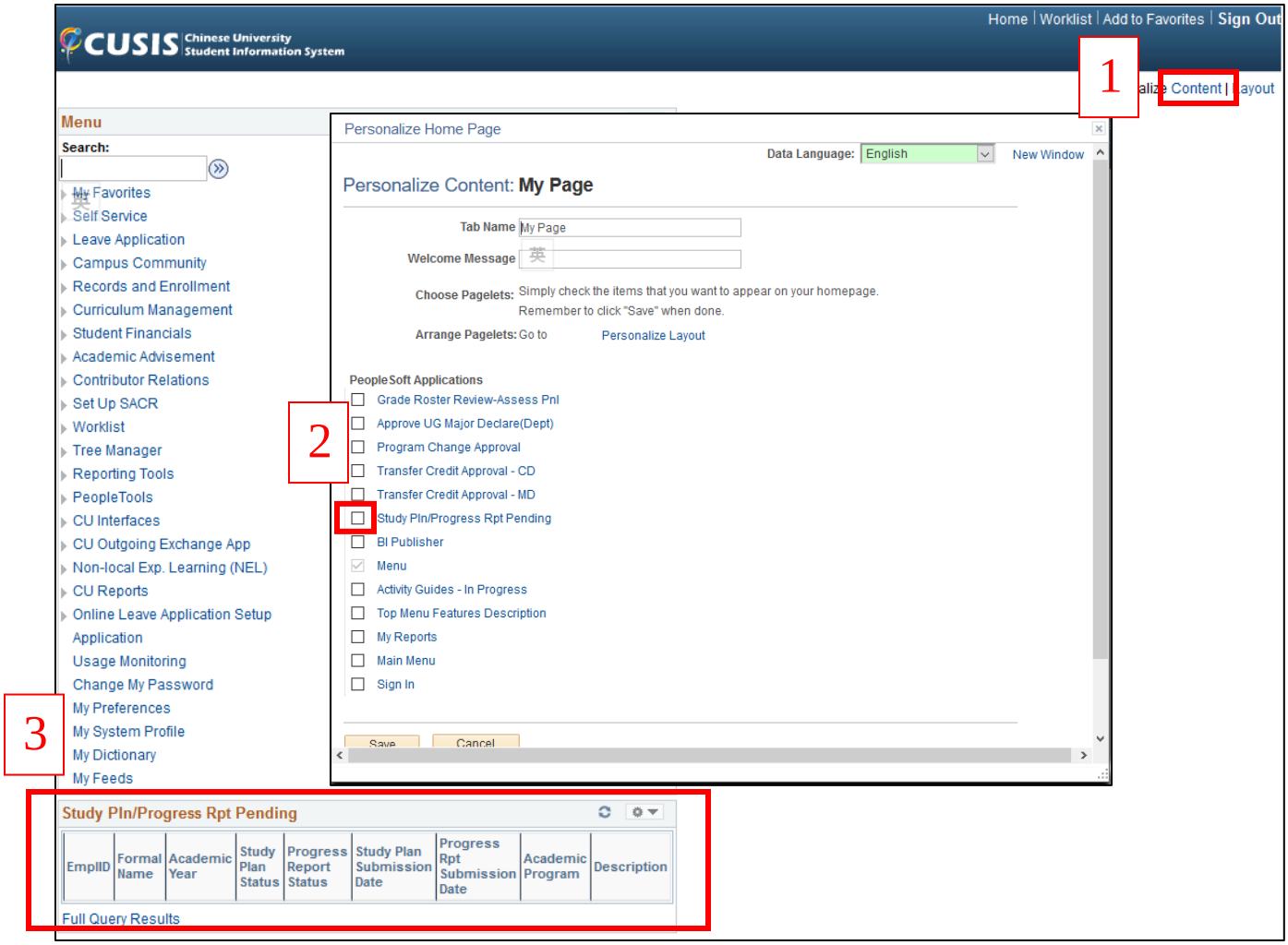
- "*Effective Date*": Input an effective date for the update.
- "*ID*": Input Supervisor's Staff ID number for the student. The system will retrieve the name of the Supervisor automatically.
- "*Role*": Choose the role from the drop-down menu.
- "*Study Plan/Progress Report In-charge*": Check the box for the one who will discharge the role.
- "+ −": Click + to add a row and − to delete a record.
- SAVE: To confirm the update.

F. Pagelet Setup

Path: *CUSIS > Home > Personalize > Content*

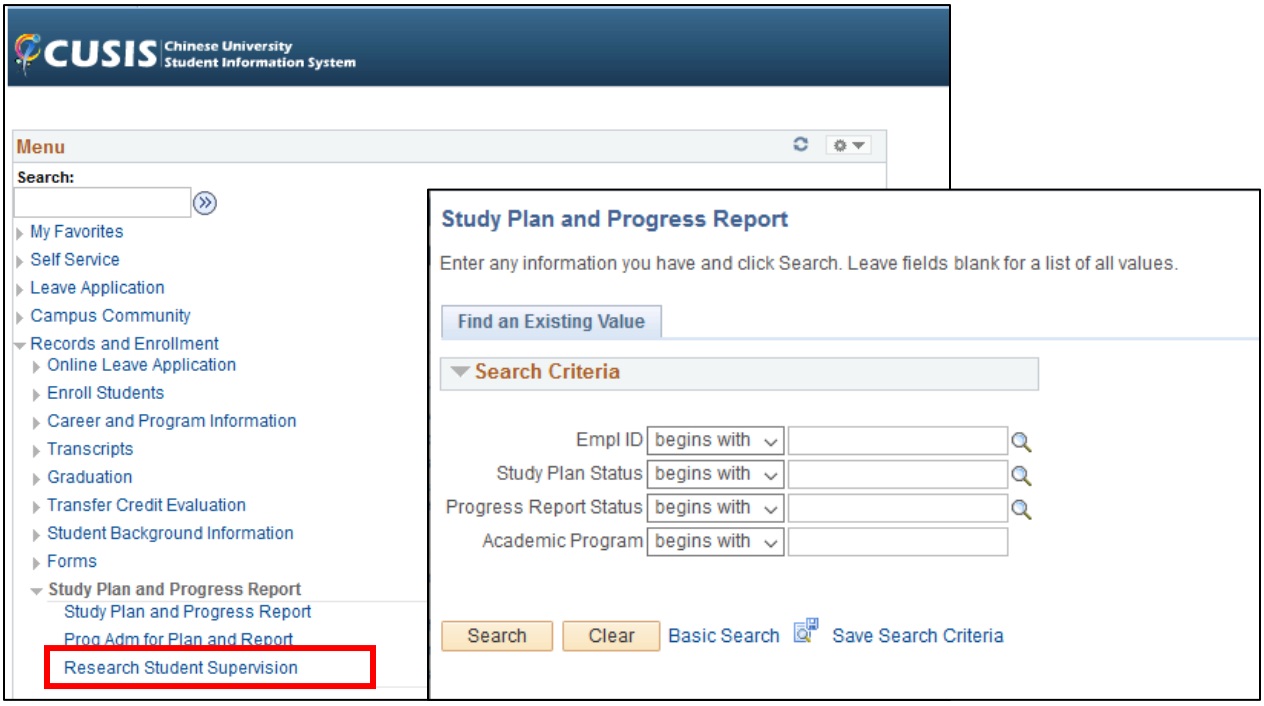
To view the Study Plan and Progress Report(s) pending your checking, you may set the Pagelet on the front page of CUSIS.

- Go to the path: *CUSIS > Home > Personalize > Content*
- Check the box under "*PeopleSoft Applications*" > "Study Pln/Progress Rpt Pending"
- Setup completed. You may find a list of Study Plan and Progress Report pending your checking, if any, when you login CUSIS.



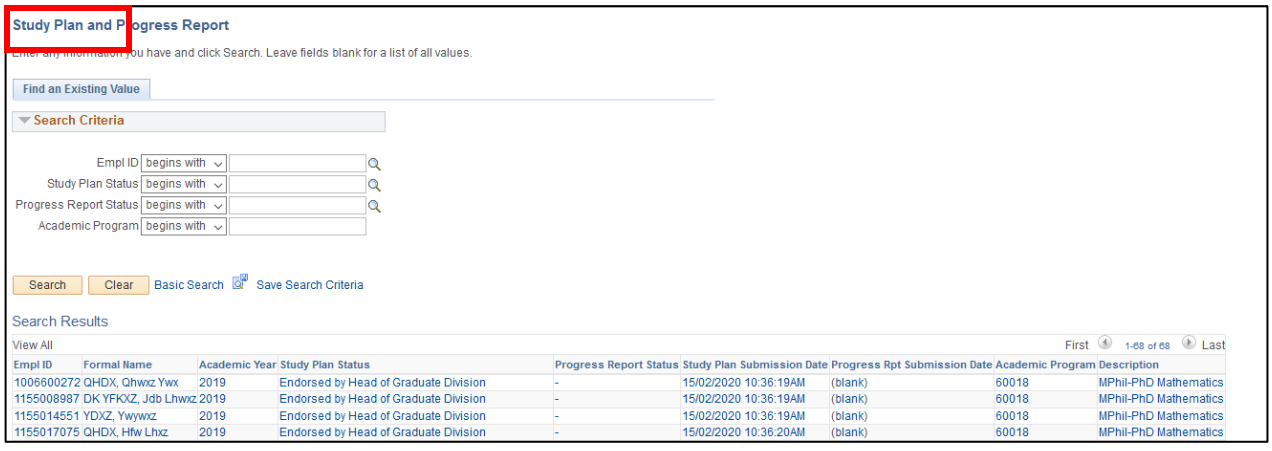
G. Retrieval of Study Plan

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Study Plan and Progress Report*

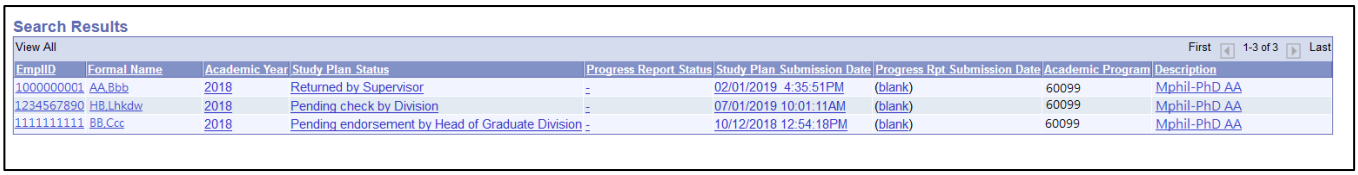


- *"EmplID"*: Input student ID number to retrieve a specific Study Plan or click the magnifier icon to choose (to show all students, leave this field blank).
- *"Study Plan Status"*: Click the magnifier icon to choose Study Plan with a specific study plan status.
- *"Progress Report Status"*: Click the magnifier icon to choose Progress Report with a specific progress report status.
- *"Academic Program"*: Input programme code.

Only submitted study plan will be retrieved. To view a Study Plan, click on the record under "Search Results":



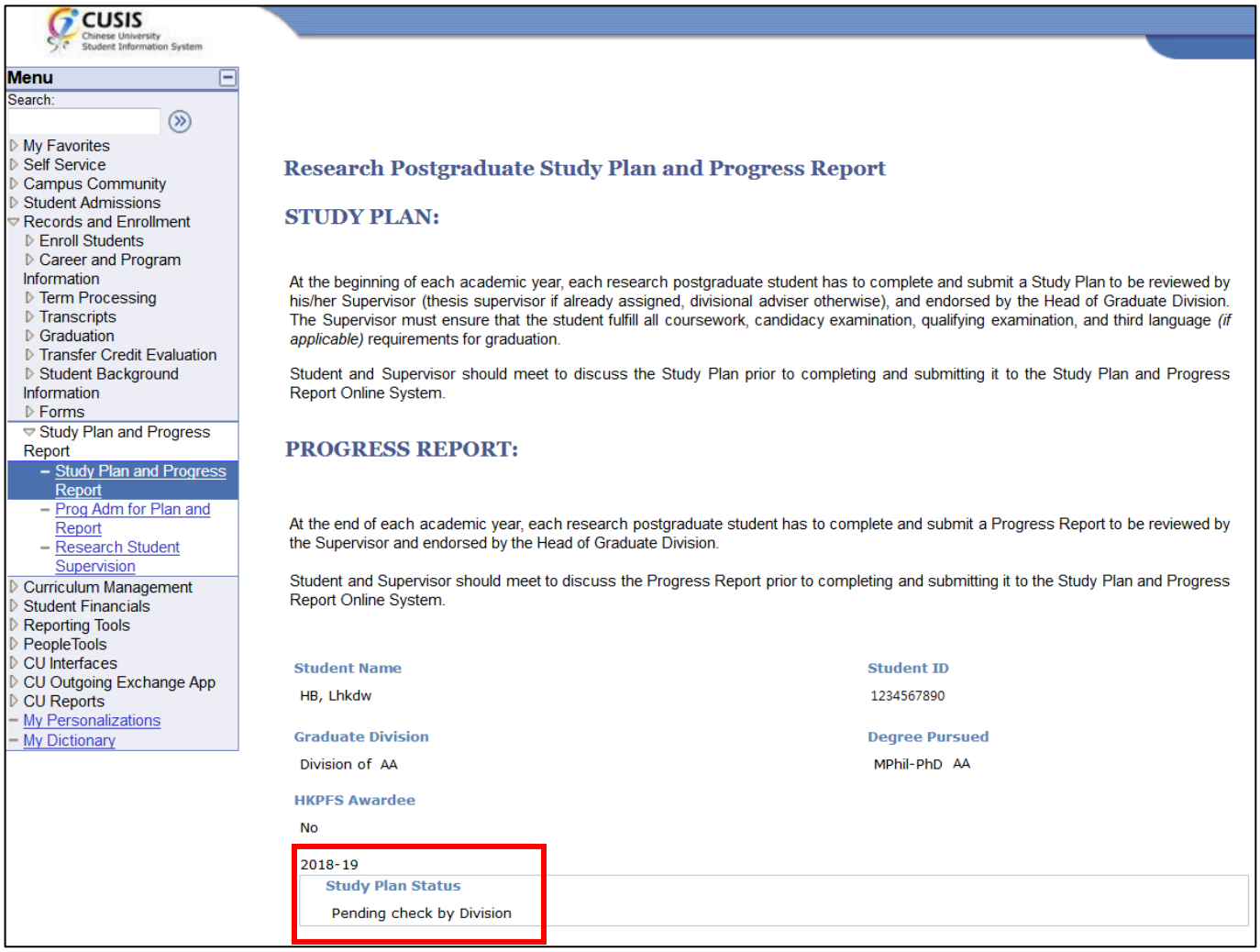
For the Study Plan pending your checking, Study Plan Status will be “Pending check by Division”.



Search Results

View All — First 1-3 of 3 Last

EmplID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
1000000001	AA,Bbb	2018	Returned by Supervisor	-	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890	HB,Lhkdw	2018	Pending check by Division	-	07/01/2019 10:01:11AM	(blank)	60099	Mphil-PhD AA
1111111111	BB,Ccc	2018	Pending endorsement by Head of Graduate Division	-	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA



CUSIS Chinese University Student Information System

Menu

Search:

- My Favorites
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
  - Enroll Students
  - Career and Program Information
  - Term Processing
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
  - Study Plan and Progress Report
    - Study Plan and Progress Report
    - Prog Adm for Plan and Report
    - Research Student Supervision
- Curriculum Management
- Student Financials
- Reporting Tools
- PeopleTools
- CU Interfaces
- CU Outgoing Exchange App
- CU Reports
- My Personalizations
- My Dictionary

Research Postgraduate Study Plan and Progress Report

STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language *(if applicable)* requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Student Name
HB, Lhkdw

Student ID
1234567890

Graduate Division
Division of AA

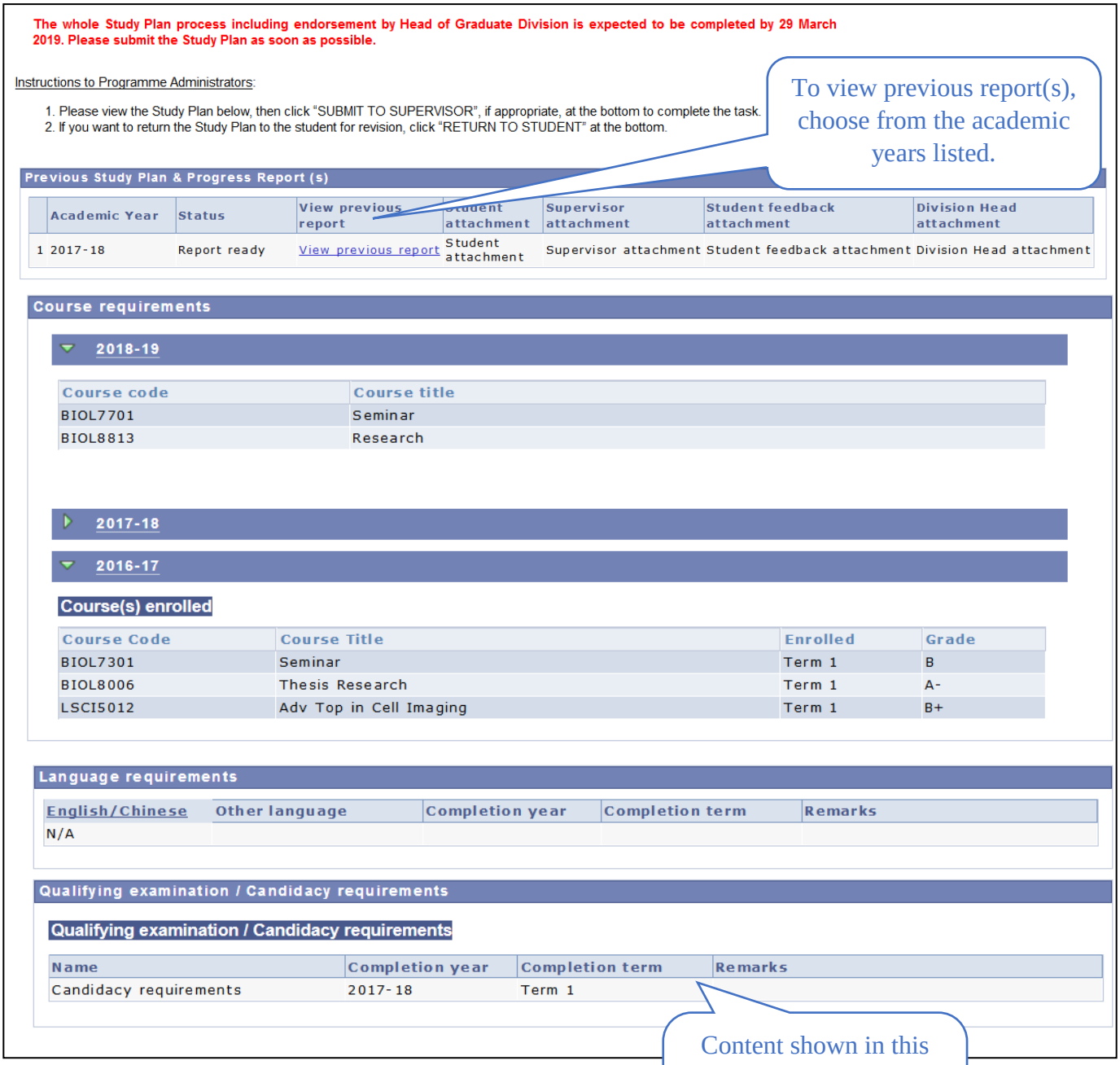
Degree Pursued
MPhil-PhD AA

HKPFS Awardee
No

2018-19

Study Plan Status
Pending check by Division

To complete the task, click SUBMIT TO SUPERVISOR as appropriate.



Improving Postgraduate Learning (IPL)

Content shown in this Section depends on the student's study programme.

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks

Discover research information

Course title	Completion year	Completion term	Remarks

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks
General Safety - Part A			

Writing and presentation skills

Thesis writing

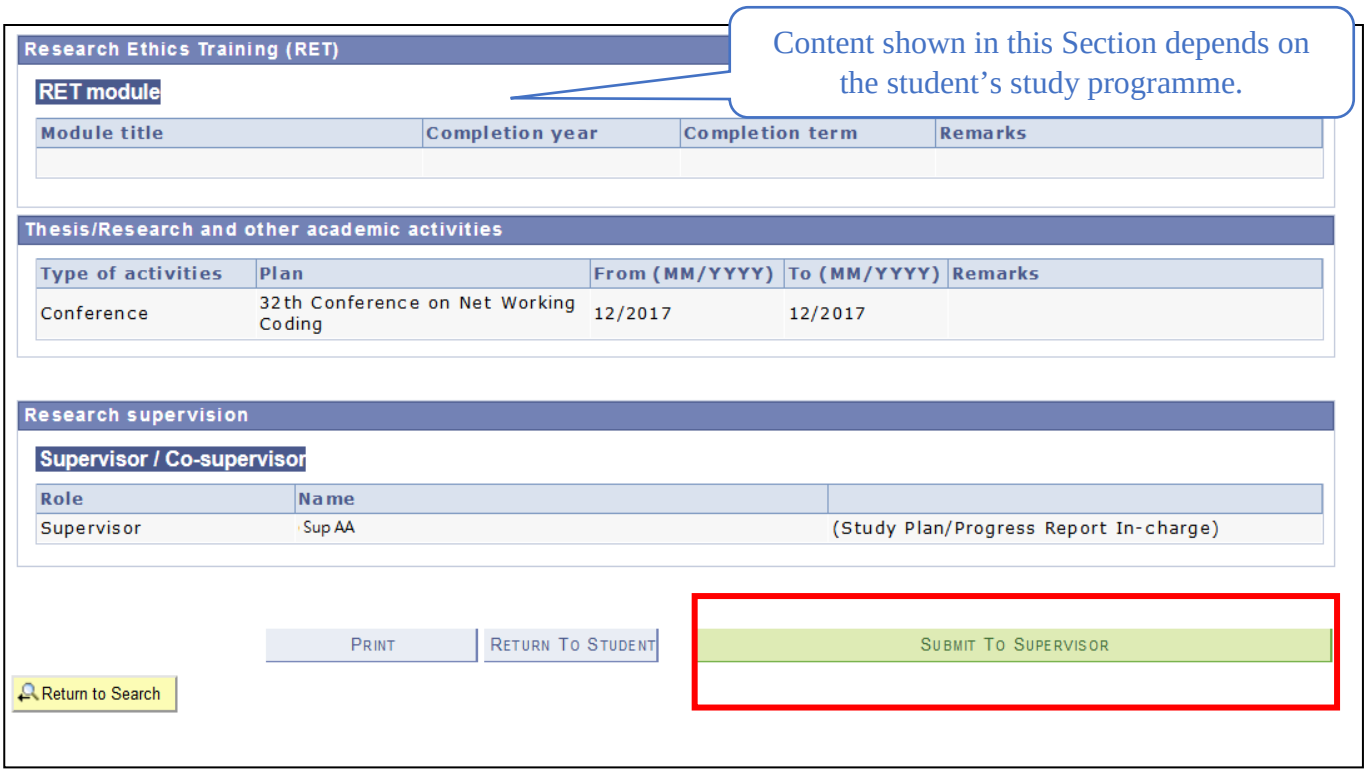
Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

Presentation skills

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

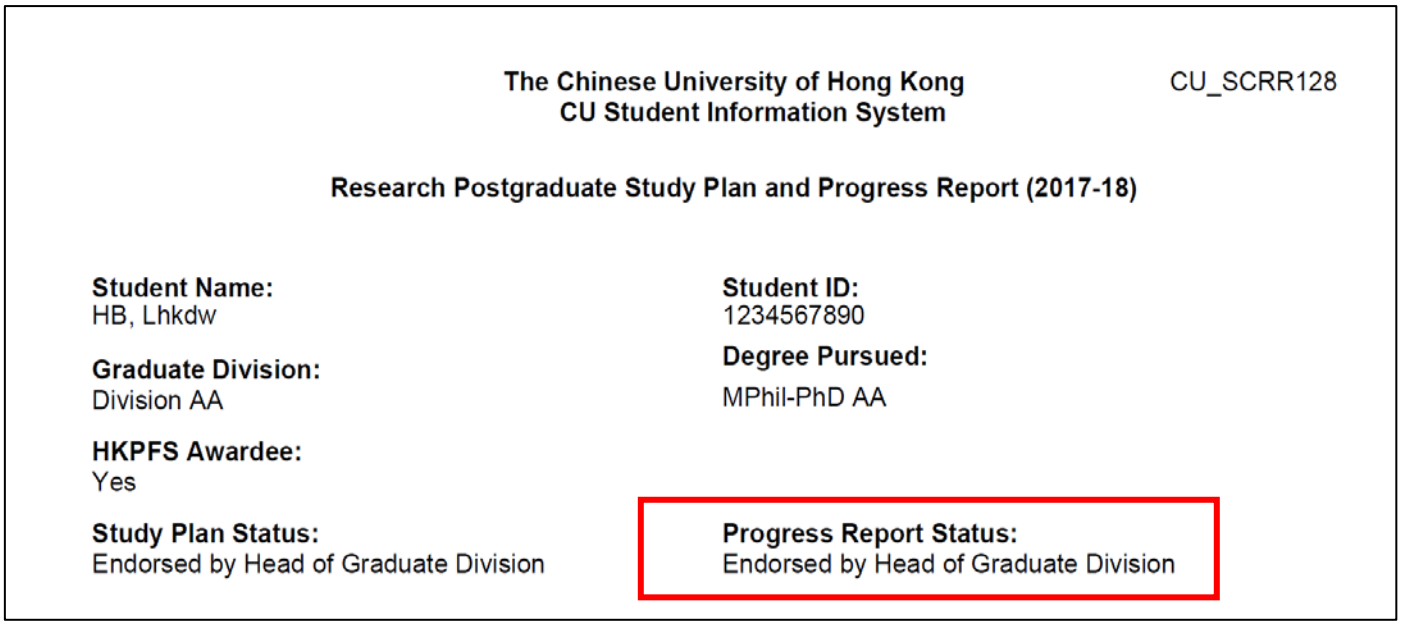
Teaching and learning

Course title	Completion year	Completion term	Remarks


Content shown in this Section depends on the student's study programme.
Research Ethics Training (RET)
RET module
Module title
Completion year
Completion term
Remarks
Thesis/Research and other academic activities
Type of activities
Plan
From (MM/YYYY)
To (MM/YYYY)
Remarks
Conference
32th Conference on Net Working Coding
12/2017
12/2017
Research supervision
Supervisor / Co-supervisor
Role
Name
Supervisor
Sup AA
(Study Plan/Progress Report In-charge)
PRINT
RETURN TO STUDENT
SUBMIT TO SUPERVISOR
Return to Search

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

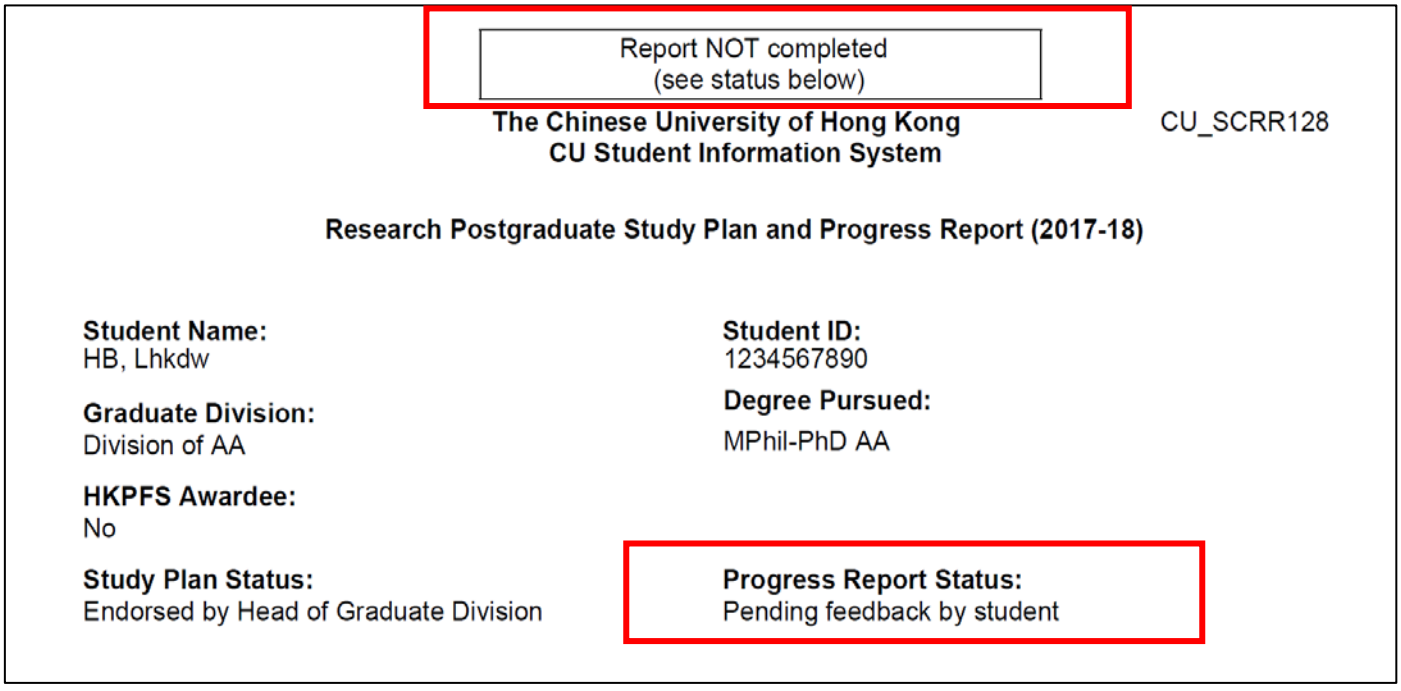
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

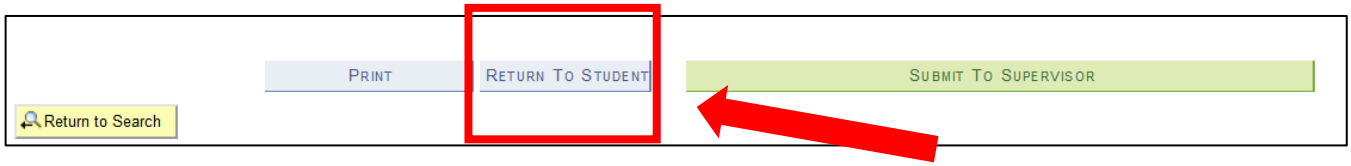
HKPFS Awardee:
No

Study Plan Status:
Endorsed by Head of Graduate Division

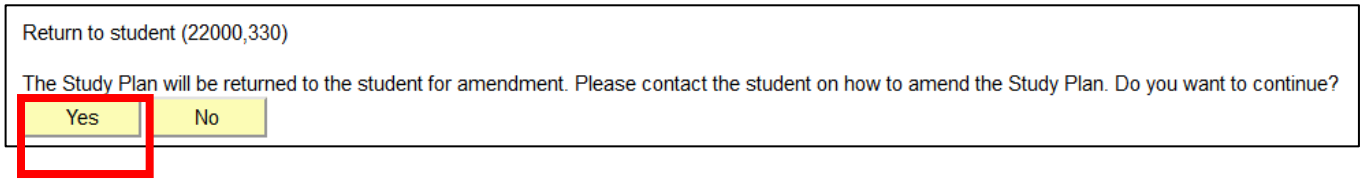
Progress Report Status:
Pending feedback by student

H. Return of Study Plan to Student (where applicable)

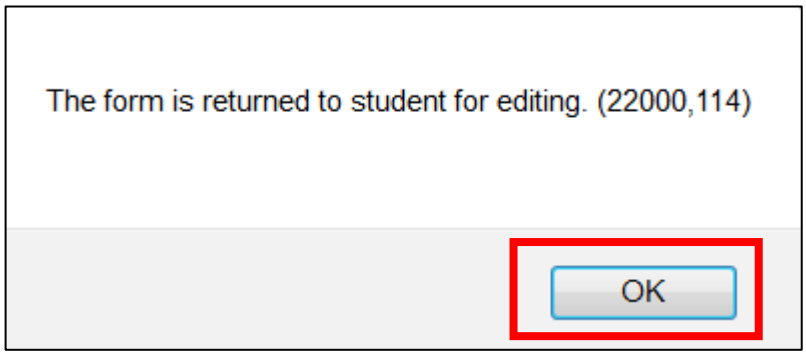
After checking the Study Plan, programme administrator may return the Study Plan to the student for revision, choose RETURN TO STUDENT, in which case a notification email to the student will be sent.



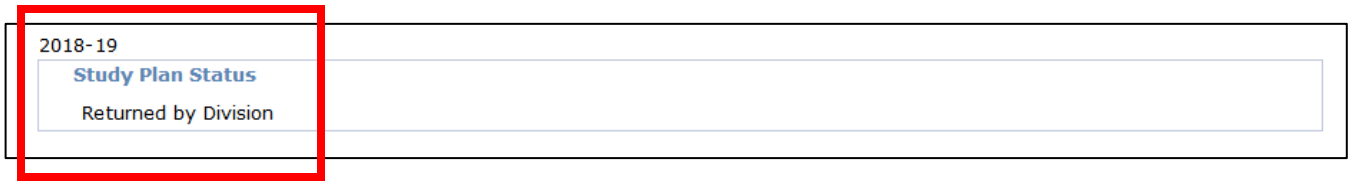
A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful return.

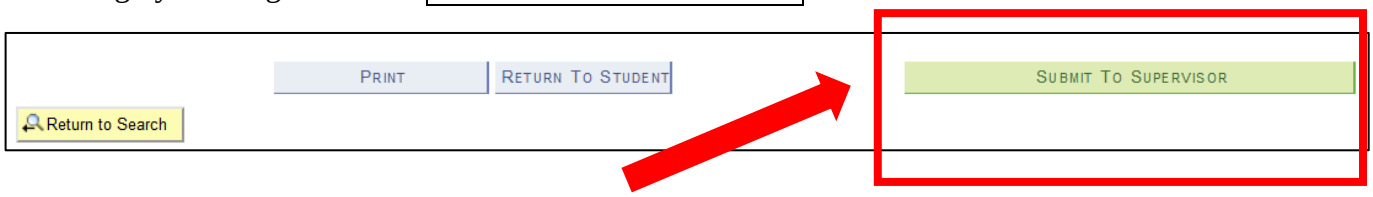


The Study Plan Status will be updated.

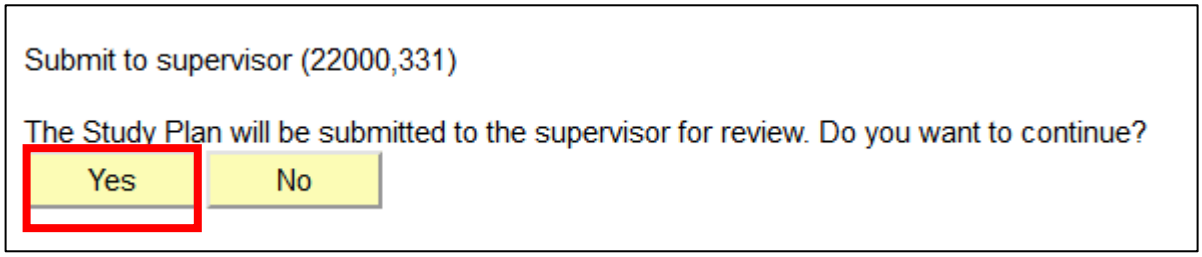


I. Submission of Study Plan to Supervisor

After checking the Study Plan, Programme Administrator may submit the Study Plan to the Supervisor for reviewing by clicking the button SUBMIT TO SUPERVISOR.

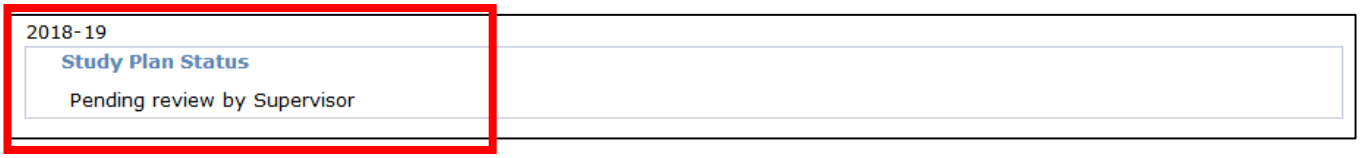


A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful submission.

The Study Plan Status will be updated.

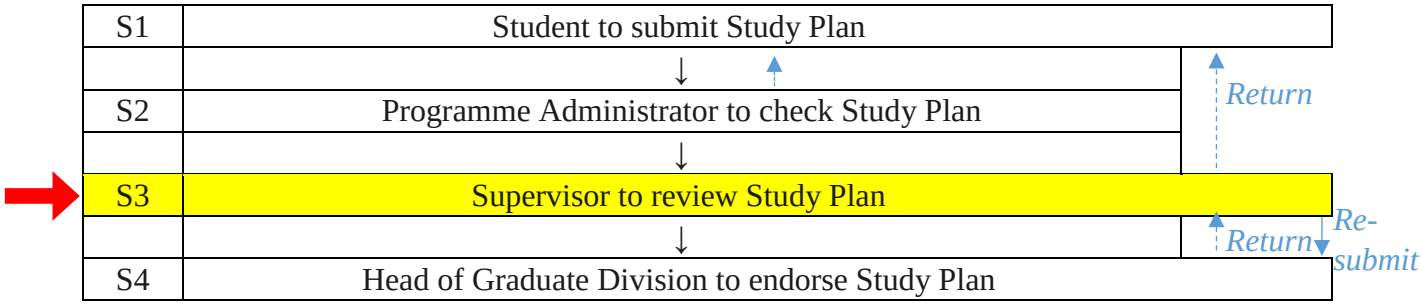


Step S2 in the workflow is completed.

A notification email to the Supervisor will be sent.

III. Supervisor

A. Workflow for Submission

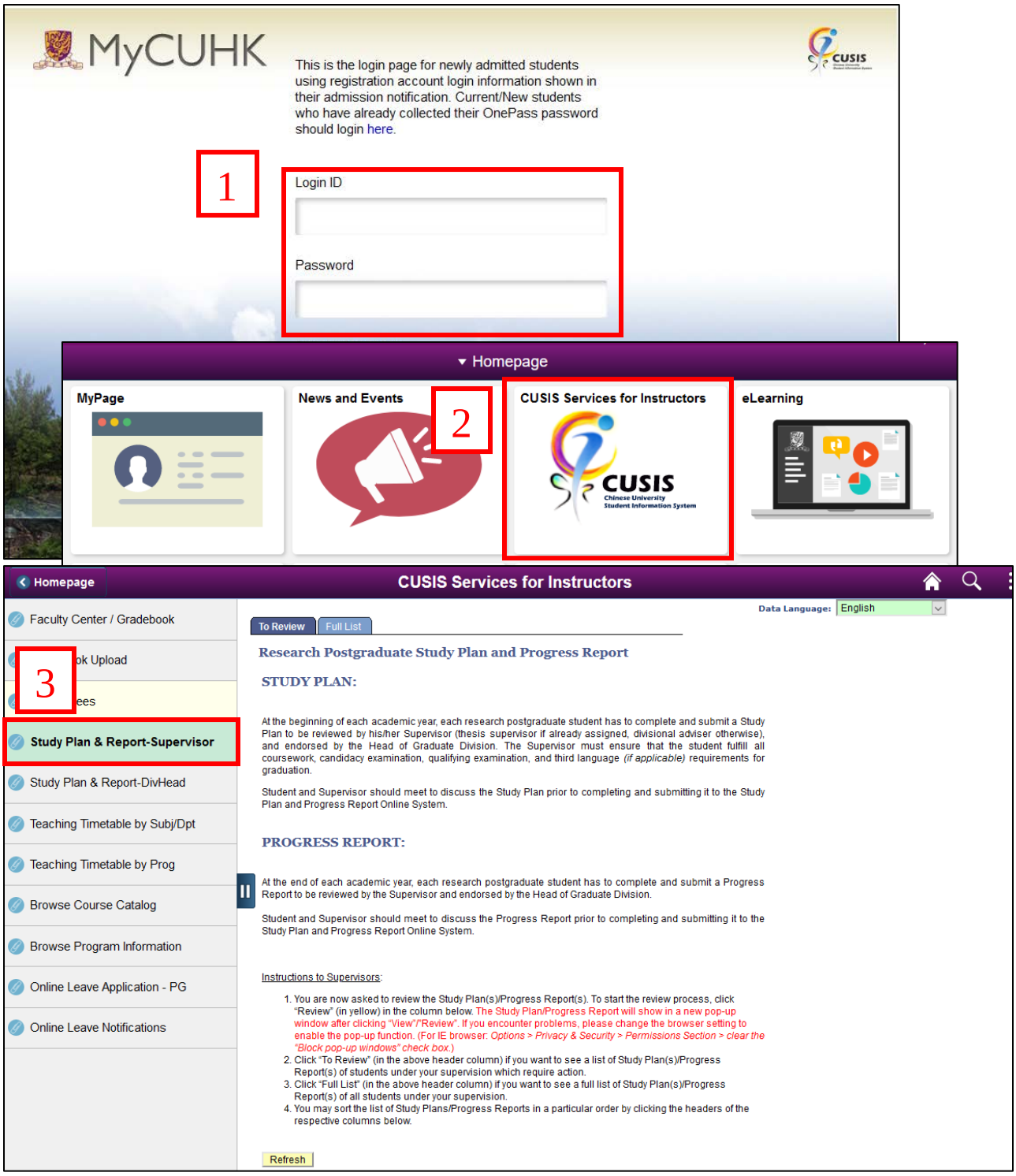


B. Pre-condition

Programme Administrator has submitted the Study Plan for the academic year concerned, i.e., step S2 is completed.

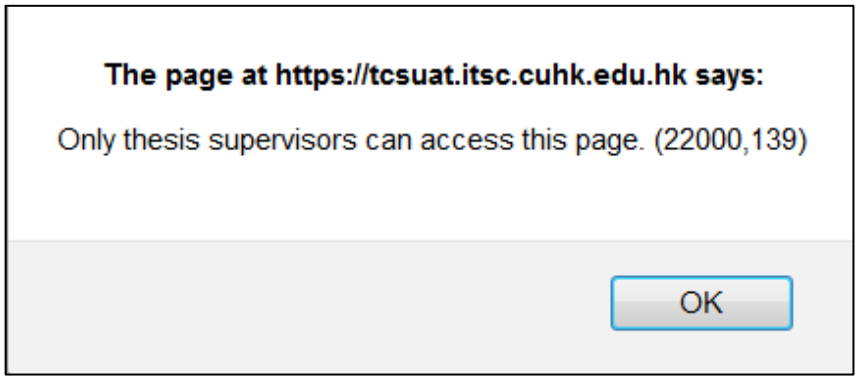
C. Login

Path: *MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-Supervisor*



- Login MyCUHK with Staff ID and OnePass (CWEM) password.

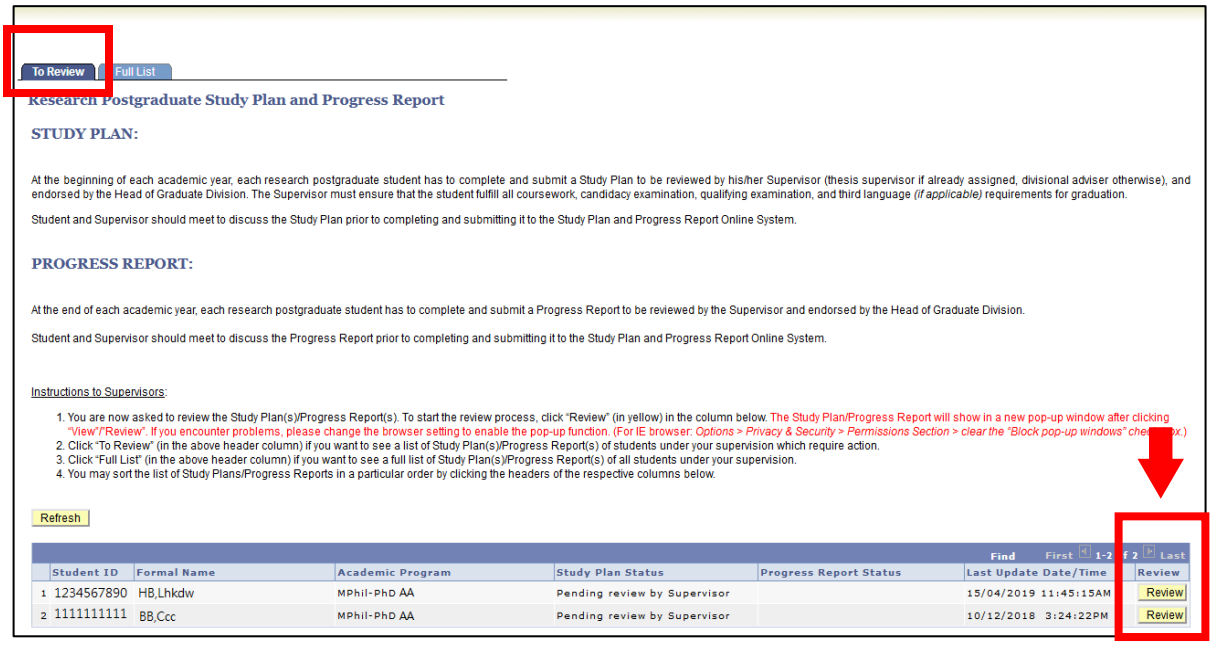
If you have not been assigned the role of Supervisor or Co-supervisor for Study Plan and Progress Report, the below message will be displayed. Please contact your Division staff for update where applicable.



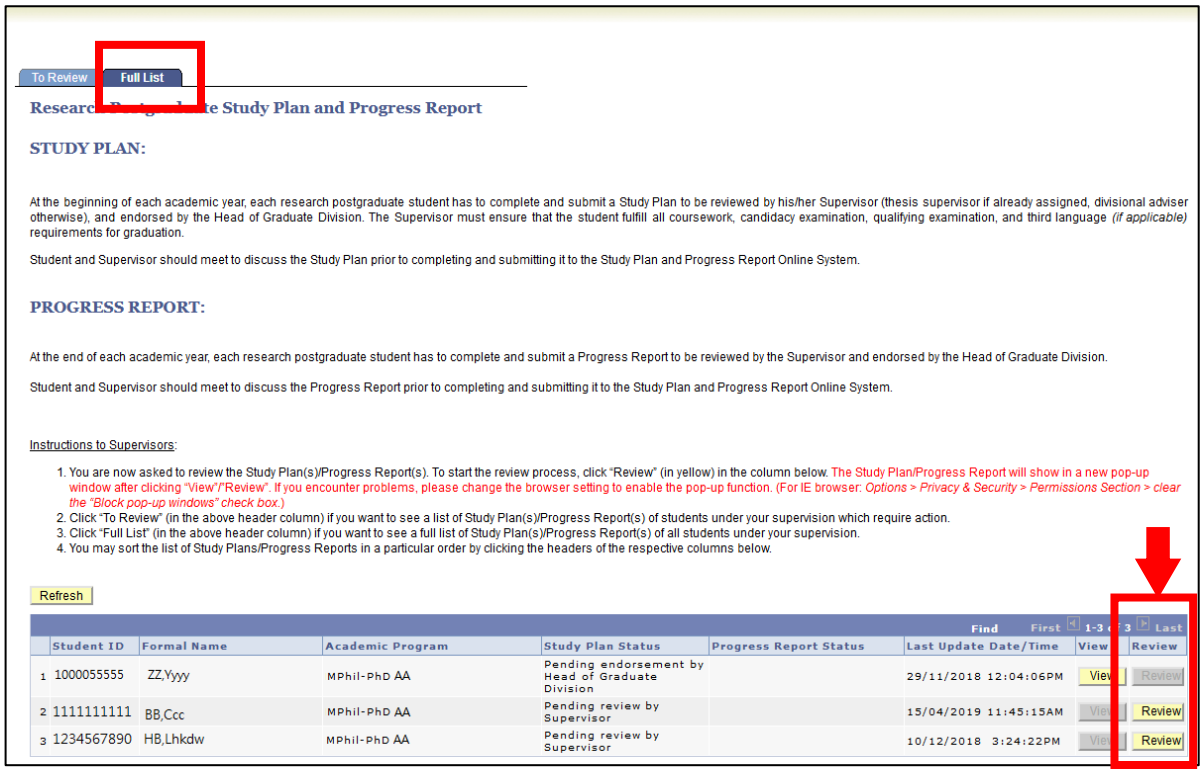
D. Submission and Review Process

Supervisors can view the Study Plan submitted by the students by clicking "*Review*".

"*To Review*" Tab: A list of Study Plan/Progress Report of the students under your supervision requiring action.



"*Full List*" Tab: A full list of Study Plan/Progress Report of all students under your supervision.



A new browser will pop up for reviewing the Study Plan.

Research Postgraduate Study Plan and Progress Report

Student Name
HB,Lhkdw

Student ID
1234567890

Graduate Division
Division of AA

Degree Pursued
MPhil-PhD AA

HKPFS Awardee
No

2018-19

Study Plan Status
Pending review by Supervisor

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

Instructions to Supervisors:

1. Please review the Study Plan below.
2. Click the checkbox "I have discussed the Study Plan for this academic year with the student and approve its submission.", then click "SUBMIT TO HEAD OF GRADUATE DIVISION" to complete the task, or click "RETURN TO STUDENT" to return the Study Plan to the student for amendment.

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

	Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1	2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
N/A				

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements	2017-18	Term 1	

Content shown in this Section depends on the student's study programme.

Content shown in this Section depends on the student's study programme.

Improving Postgraduate Learning (IPL)

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks

Discover research information

Course title	Completion year	Completion term	Remarks

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks
General Safety - Part A			

Writing and presentation skills

Thesis writing

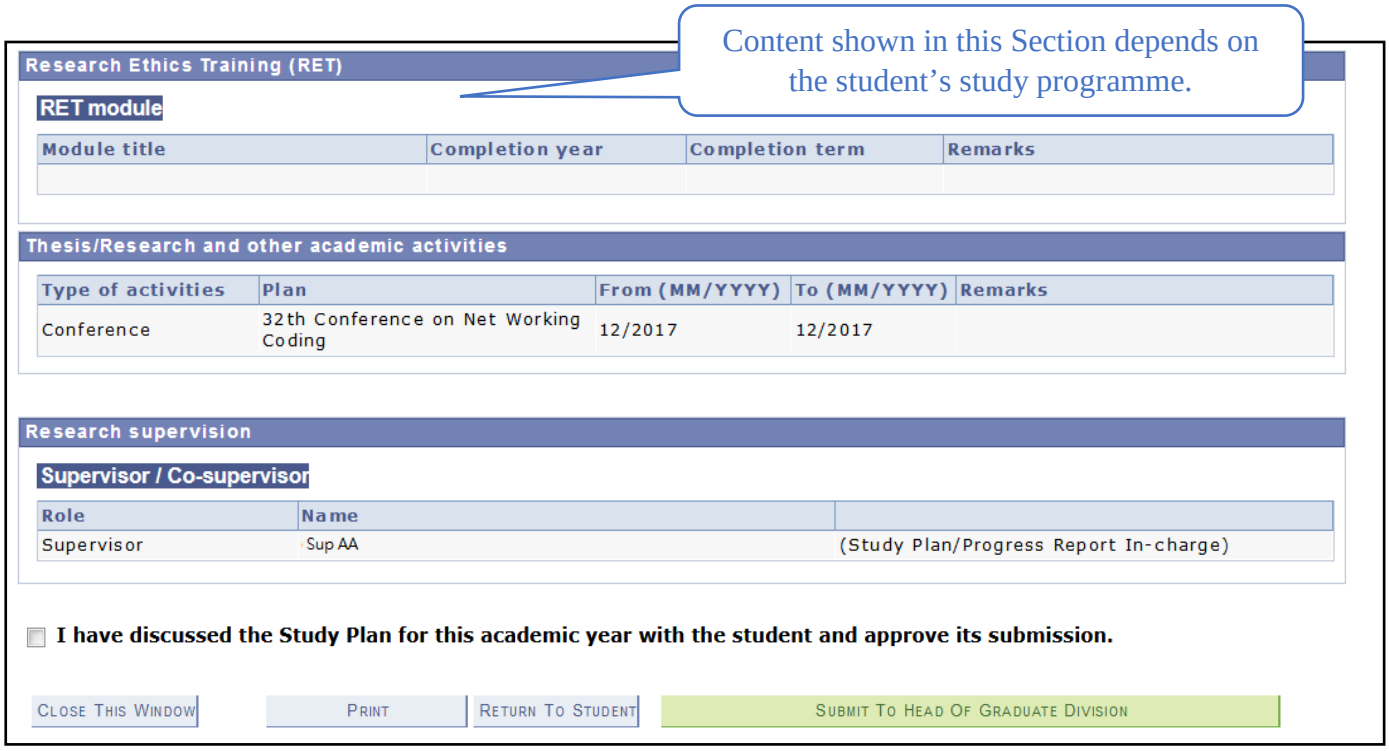
Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

Presentation skills

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

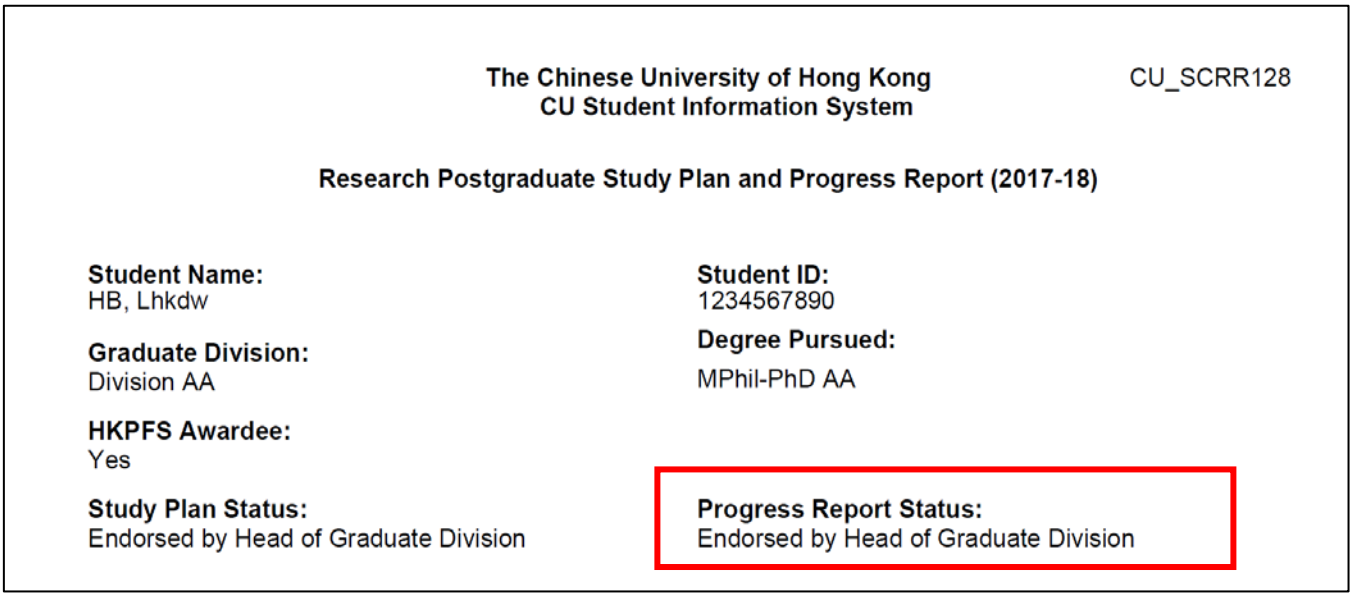
Teaching and learning

Course title	Completion year	Completion term	Remarks


Content shown in this Section depends on the student's study programme.
Research Ethics Training (RET)
RET module
Module title
Completion year
Completion term
Remarks
Thesis/Research and other academic activities
Type of activities
Plan
From (MM/YYYY)
To (MM/YYYY)
Remarks
Conference
32th Conference on Net Working Coding
12/2017
12/2017
Research supervision
Supervisor / Co-supervisor
Role
Name
Supervisor
Sup AA
(Study Plan/Progress Report In-charge)
I have discussed the Study Plan for this academic year with the student and approve its submission.
Close This Window
Print
Return To Student
Submit To Head Of Graduate Division

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

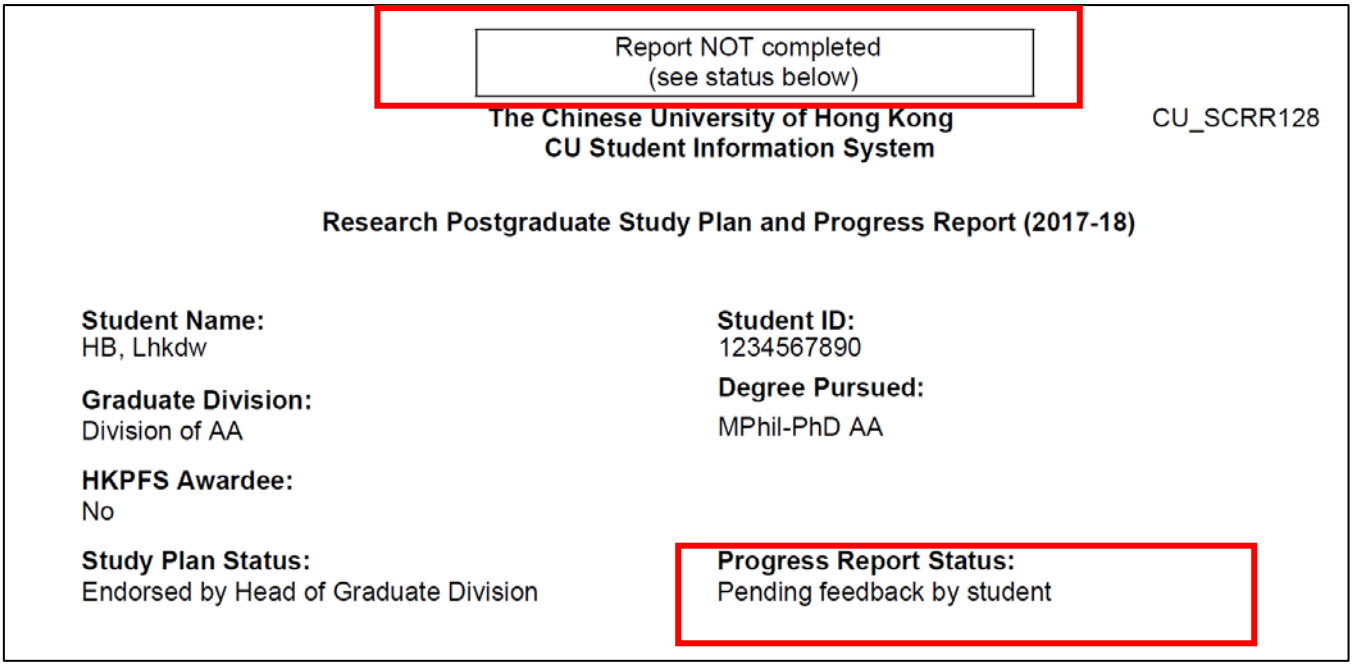
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
No

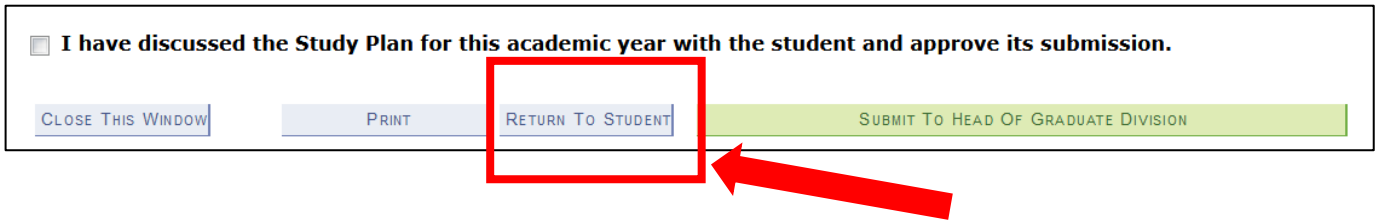
Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Pending feedback by student

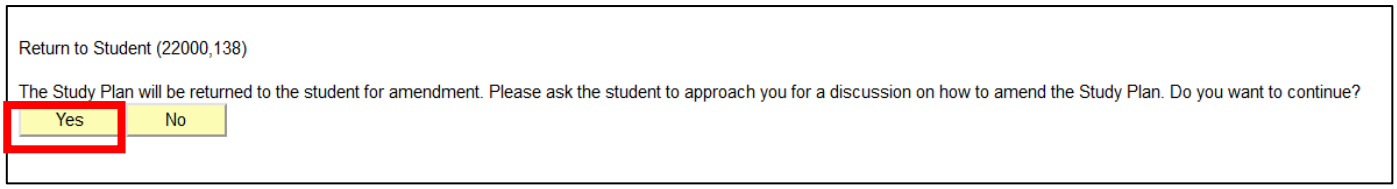
E. Return of Study Plan to Student (where applicable)

After reviewing the Study Plan, Supervisor may return the Study Plan to the student for revision, choose RETURN TO STUDENT, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Study Plan.

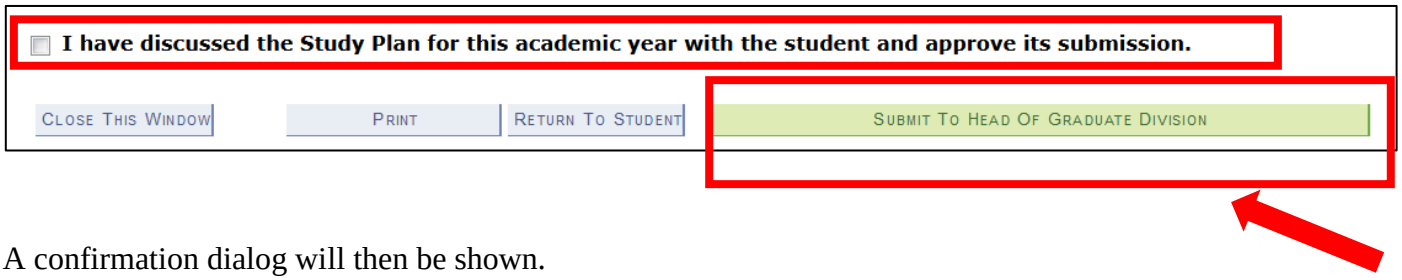


A confirmation dialog will then be shown.

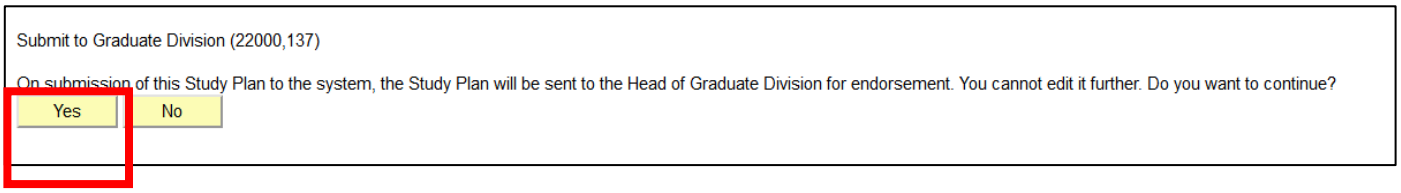


F. Submission of Study Plan to Head of Graduate Division

After checking the Study Plan, Supervisor may submit the Study Plan to the Head of Graduate Division for review by clicking the approval statement and the button SUBMIT TO HEAD OF GRADUATE DIVISION.



A confirmation dialog will then be shown.

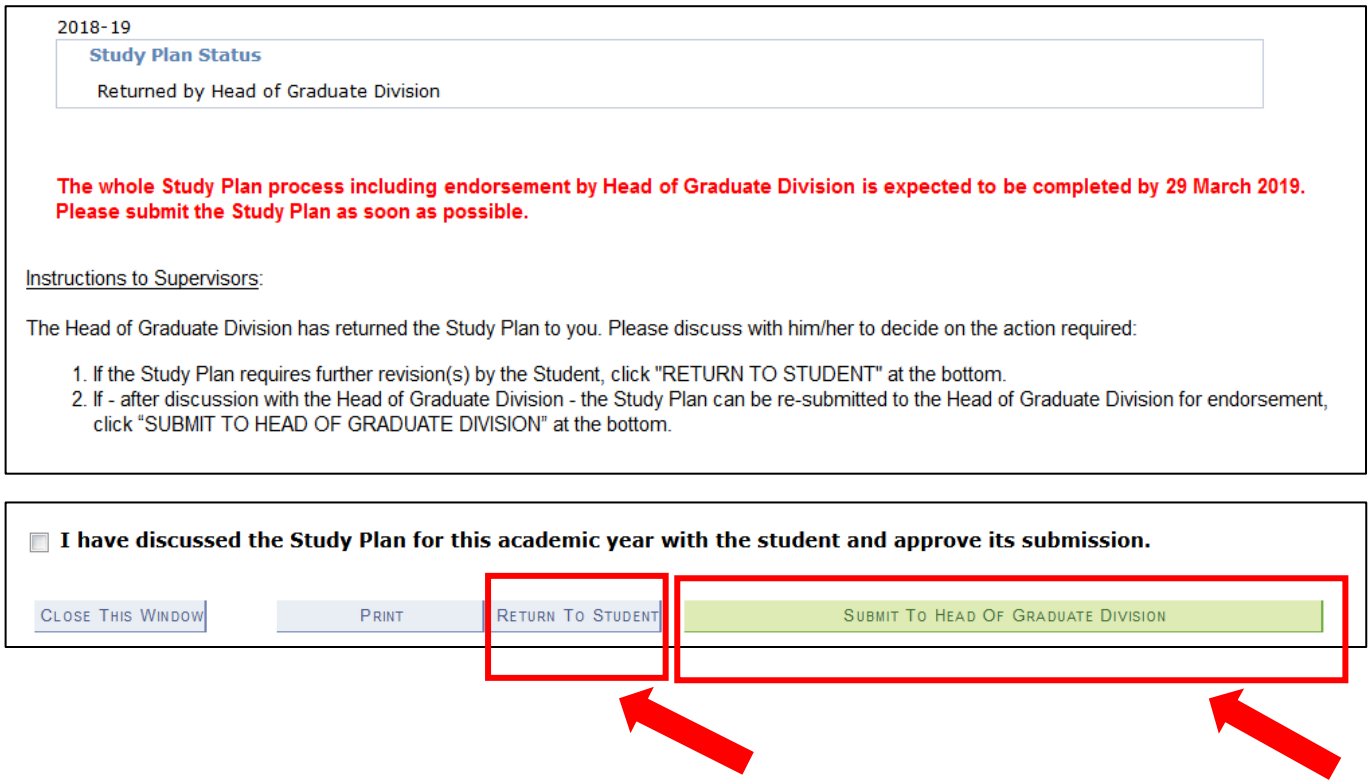


Step S3 in the workflow is completed.

A notification email to the Supervisor will be sent.

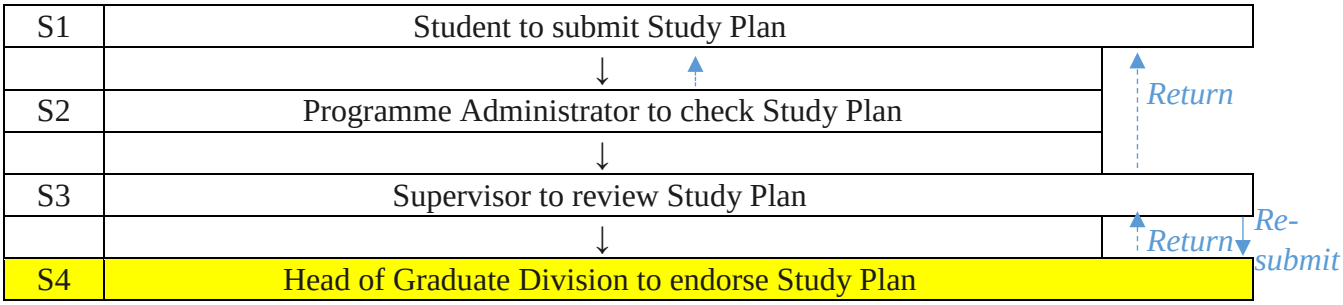
G. Return of Study Plan by Head of Graduate Division (where applicable)

If the Head of Graduate Division has returned the Study Plan (in which case a notification email will be sent), the Supervisor may either re-submit to the Head of Graduate Division for endorsement after clarification or return the Study Plan to the student for further amendment (please refer to Section E), after which the Supervisor should re-submit the Study Plan to the Head of Graduate Division again for endorsement (please refer to Section F).



IV. Head of Graduate Division

A. Workflow for Submission

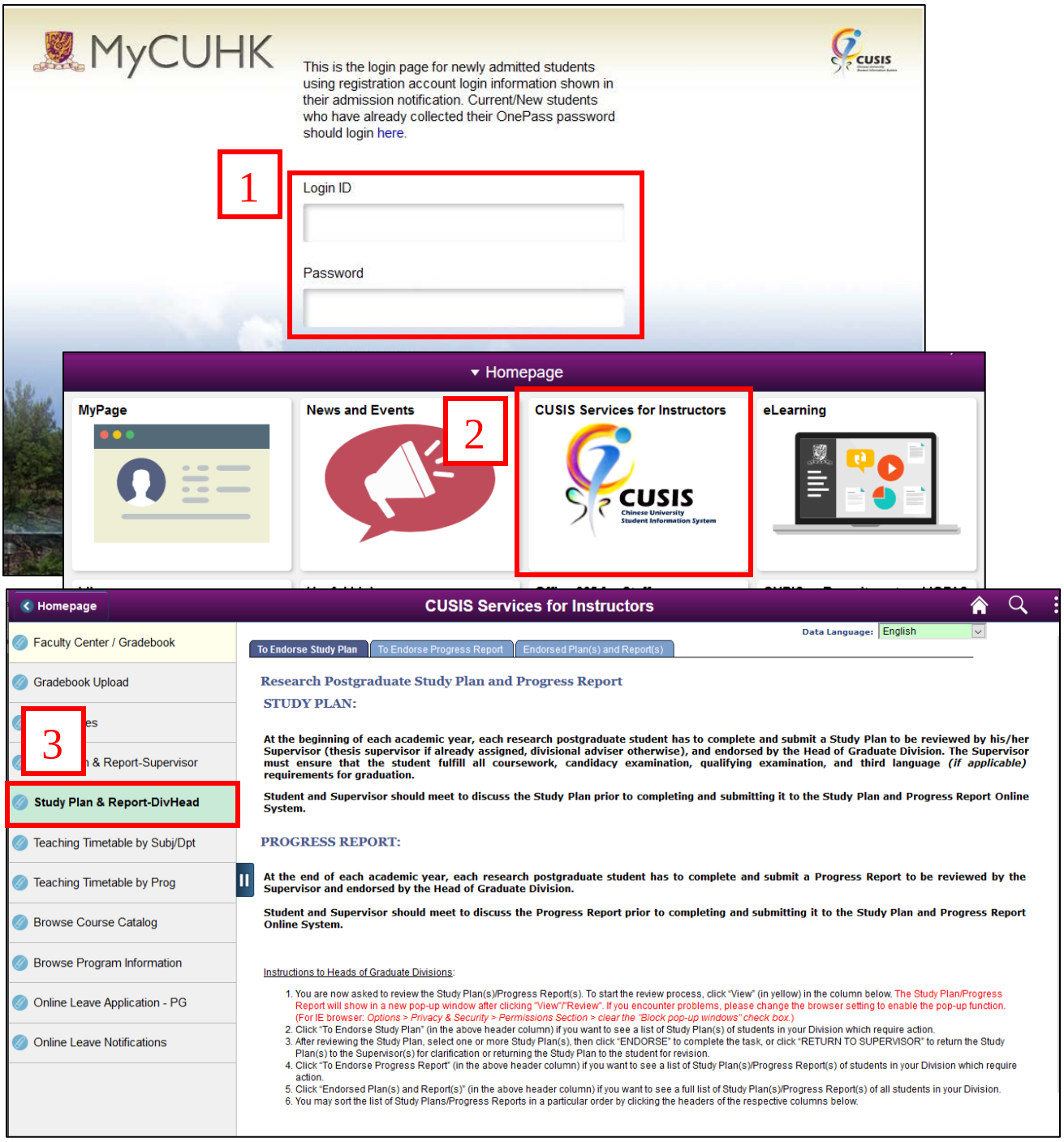


B. Pre-condition

Study Plan has been reviewed by Supervisor for the academic year concerned, i.e., step S3.

C. Login

Path: *MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-DivHead*



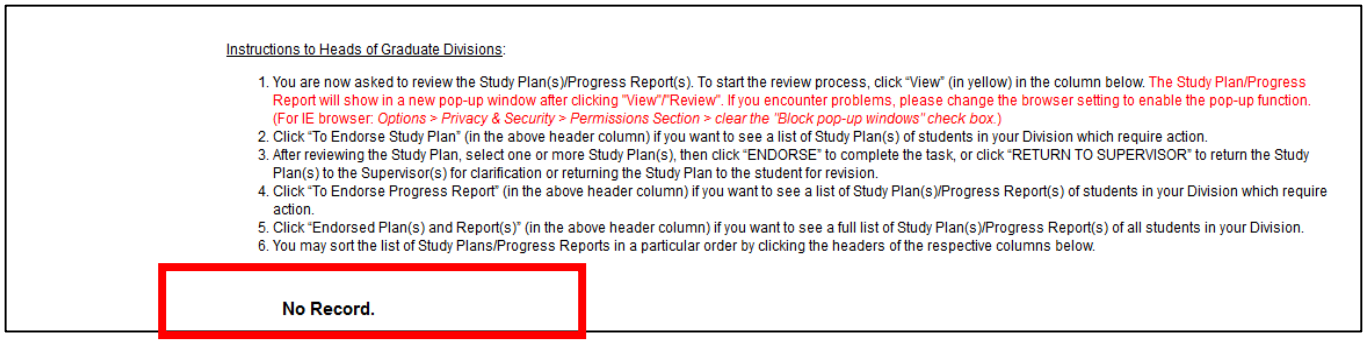
- Login MyCUHK with Staff ID and OnePass (CWEM) password.

D. Submission and Review Process

Head of Graduate Division can view the Study Plan submitted by the students by clicking View.

"*To Endorse Study Plan*": A list of Study Plan of students in your Division requiring action.

If therer is no Study Plan pending your action, below screen will be shown.



A new browser will pop up for reviewing the Report.

Research Postgraduate Study Plan and Progress Report

Student Name
HB, Lhkdw

Student ID
1234567890

Graduate Division
Division of AA

Degree Pursued
MPhil-PhD AA

HKPFS Awardee
No

2018-19

Study Plan Status
Pending endorsement by Head of Graduate Division

The whole Study Plan process including endorsement by Head of Graduate Division is expected to be completed by 29 March 2019. Please submit the Study Plan as soon as possible.

Instructions to Heads of Graduate Divisions:

1. Please review the Study Plan below.
2. After reviewing the Study Plan, click "CLOSE THIS WINDOW" at the bottom.
3. Please go to "To Endorse Study Plan" (in the above header column), select this or more Study Plan(s), then click "ENDORSE" to complete the task, or click "RETURN TO SUPERVISOR" to return the Study Plan(s) to the Supervisor(s) for amendment.

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

	Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1	2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
N/A				

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements	2017-18	Term 1	

Content shown in this Section depends on the student's study programme.

Improving Postgraduate Learning (IPL)

Content shown in this Section depends on the student's study programme.

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Exempted OIP course			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks

Discover research information

Course title	Completion year	Completion term	Remarks

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks
General Safety - Part A			

Writing and presentation skills

Thesis writing

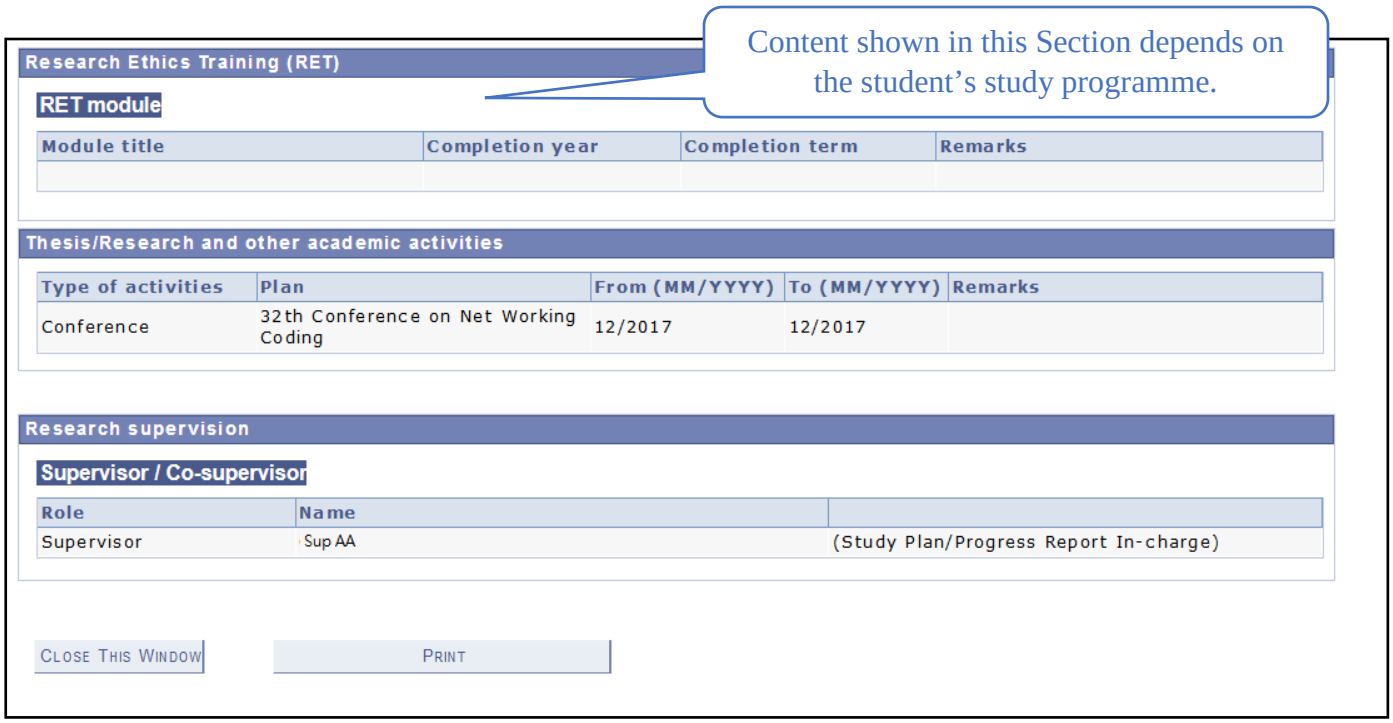
Course title	Completion year	Completion term	Remarks
Thesis Writing Workshop			

Presentation skills

Course title	Completion year	Completion term	Remarks
Communication Skills Workshop			

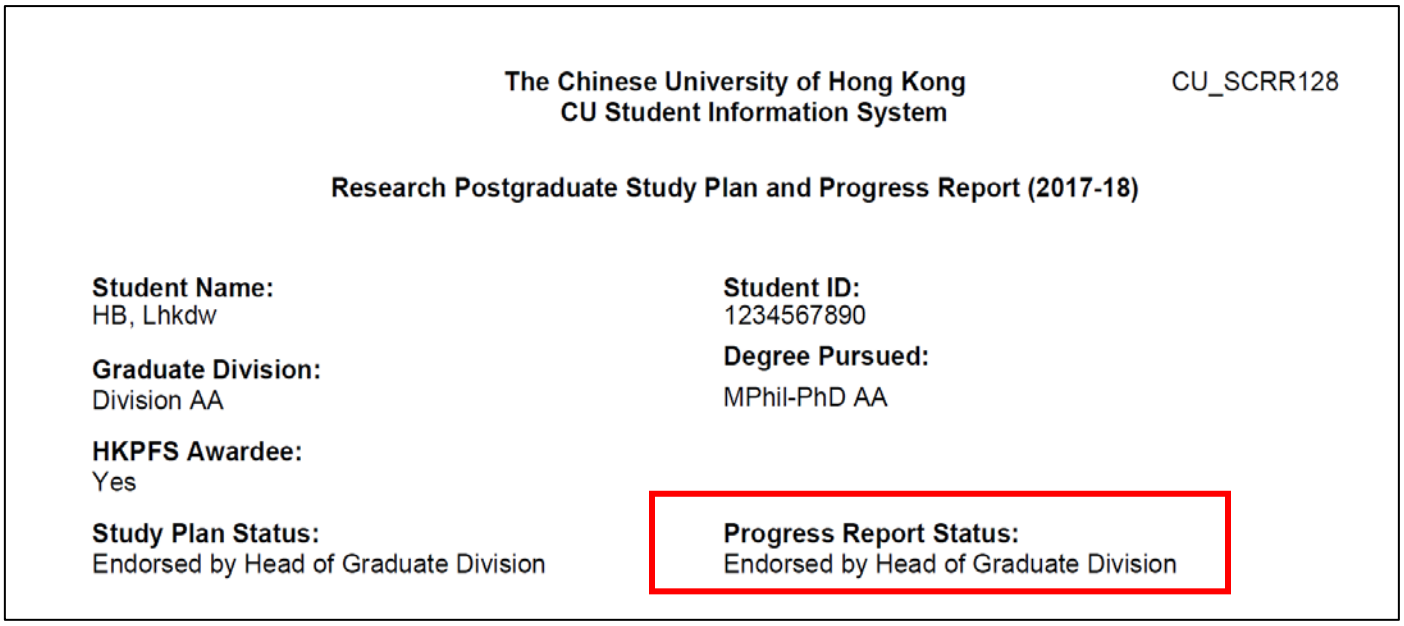
Teaching and learning

Course title	Completion year	Completion term	Remarks


Content shown in this Section depends on the student's study programme.
Research Ethics Training (RET)
RET module
Module title
Completion year
Completion term
Remarks
Thesis/Research and other academic activities
Type of activities
Plan
From (MM/YYYY)
To (MM/YYYY)
Remarks
Conference
32th Conference on Net Working Coding
12/2017
12/2017
Research supervision
Supervisor / Co-supervisor
Role
Name
Supervisor
Sup AA
(Study Plan/Progress Report In-charge)
Close This Window
Print

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

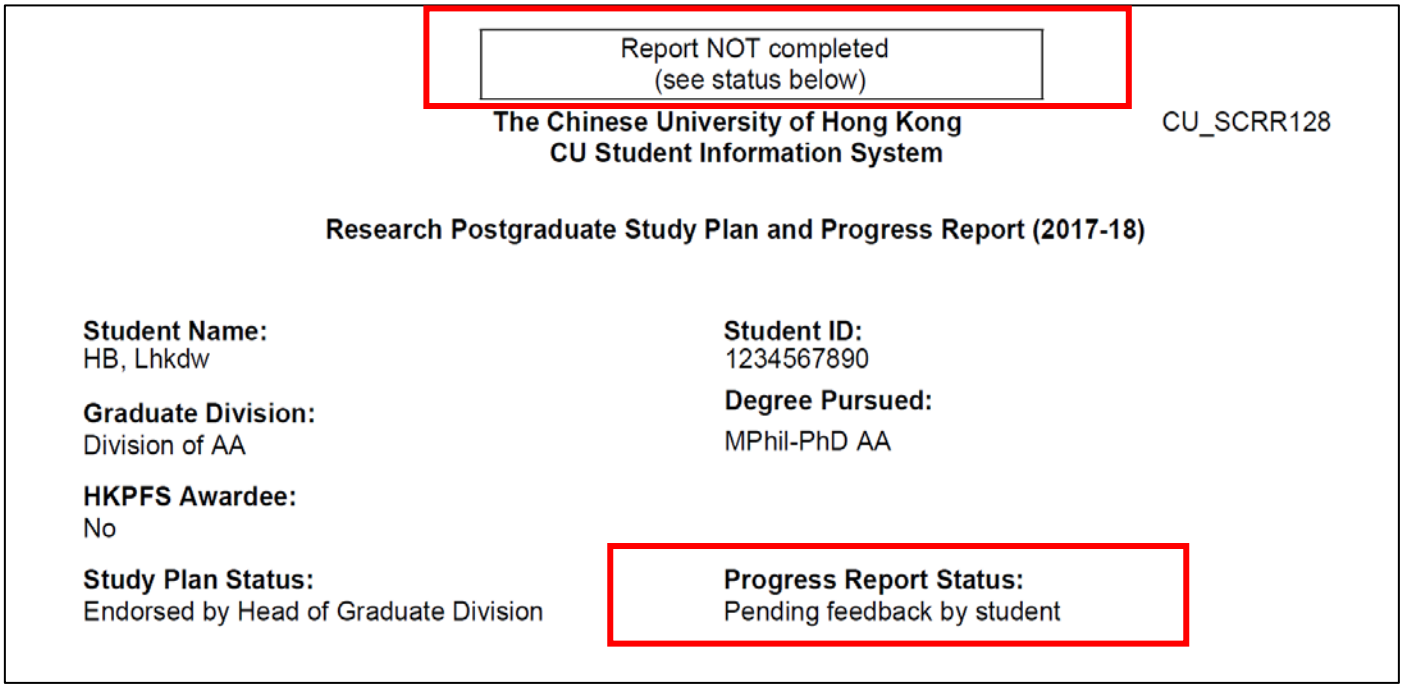
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

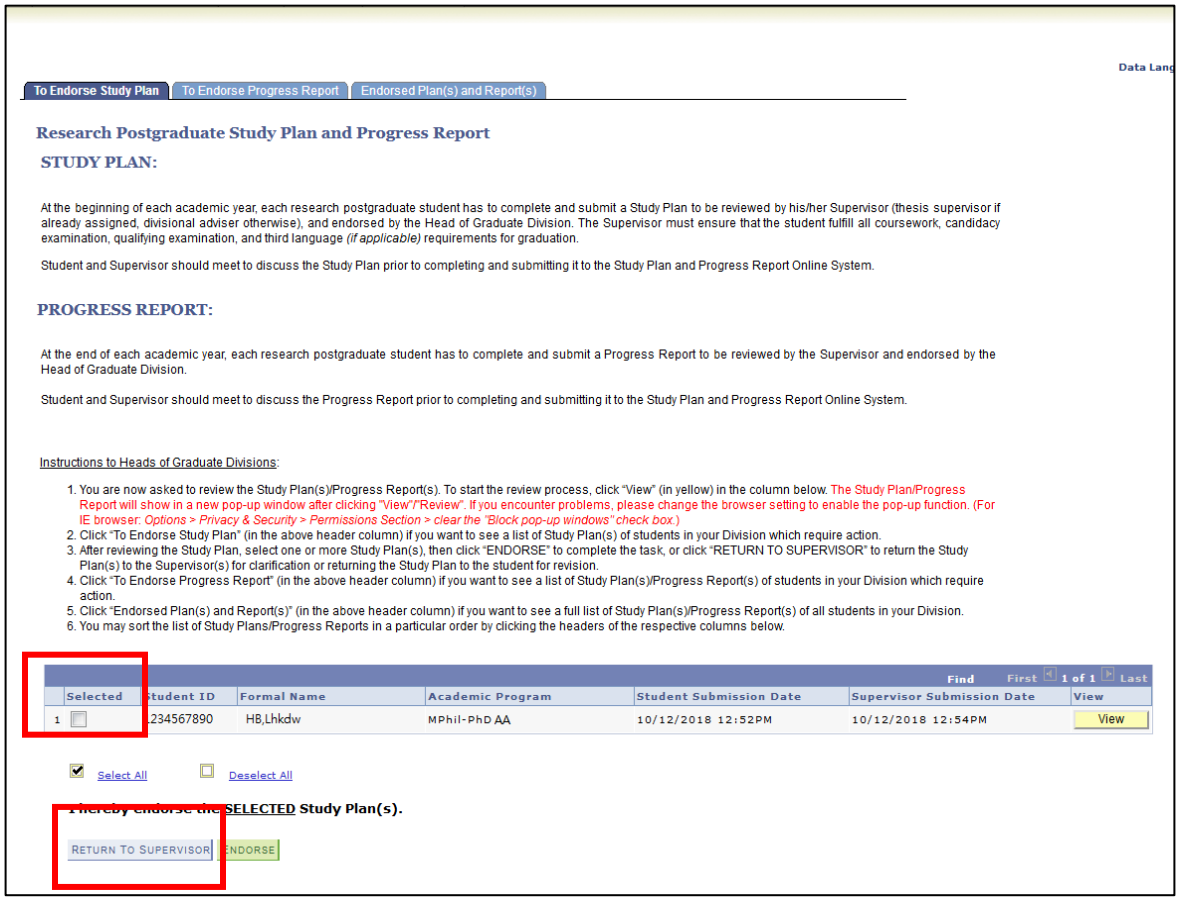
HKPFS Awardee:
No

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Pending feedback by student

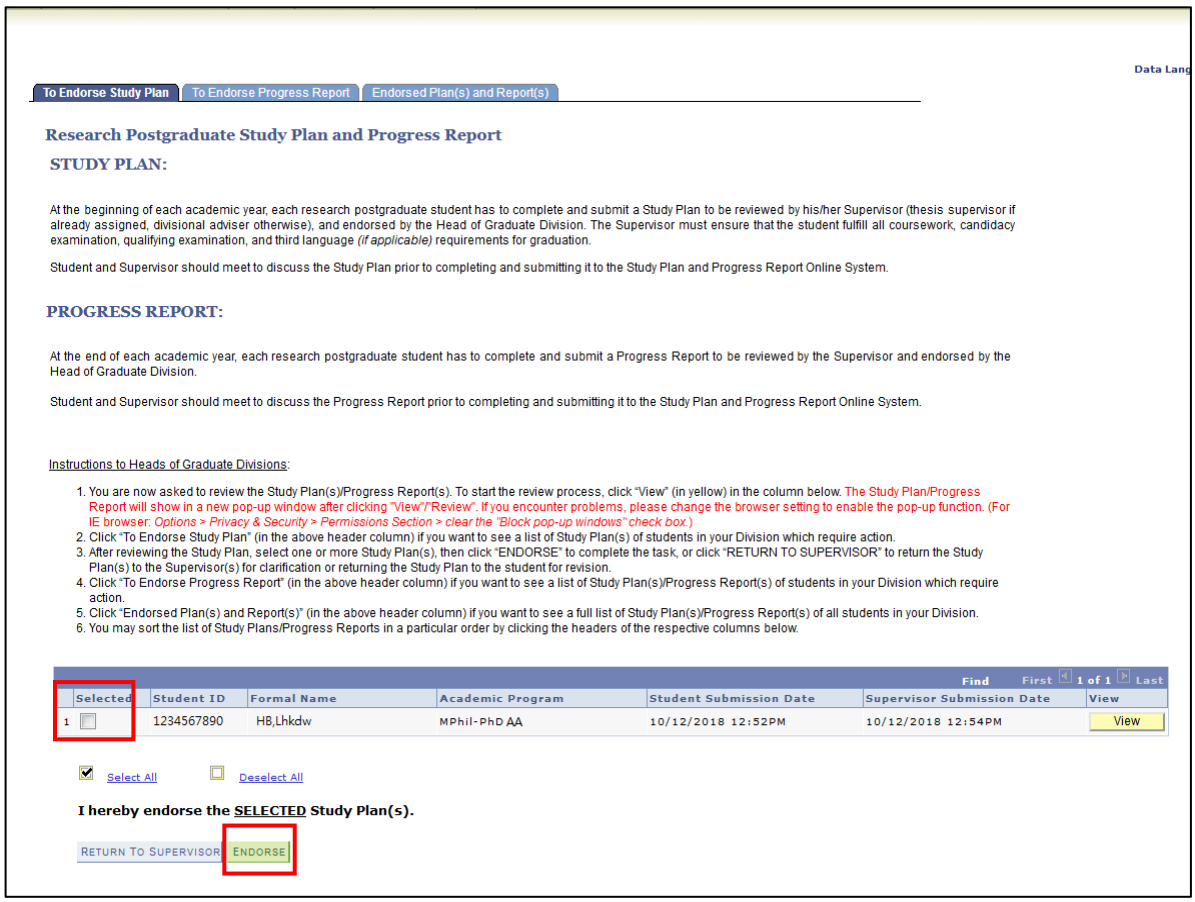
E. Return of Study Plan to Supervisor (where applicable)

After reviewing the Study Plan, Head of Graduate Division may return the Study Plan to the Supervisor for clarification, select the student(s), then RETURN TO SUPERVISOR, in which case a notification email to the Supervisor will be sent.

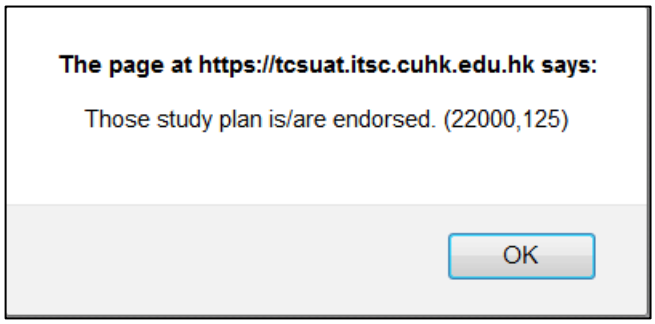


F. Endorsement of the Study Plan(s)

After reviewing the Study Plan(s), Head of Graduate Division can endorse the Study Plan(s) by choosing ENDORSE.



Upon clicking ENDORSE, the below message will be displayed for successful endorsement.

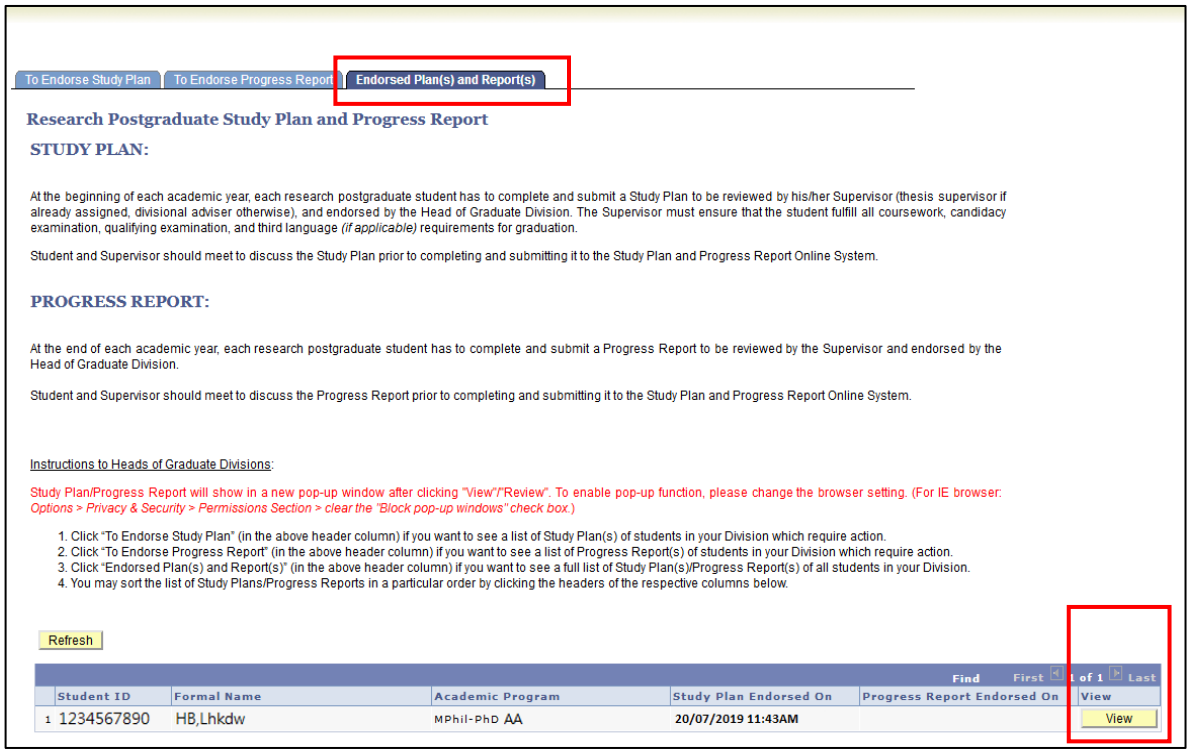


Step S4 in the workflow is completed.

A notification email to the student will be sent.

G. View the endorsed Study Plan(s) and Progress Report(s)

Head of Graduate Division can view the endorsed Study Plan and Progress Report under *"Endorsed Plan(s) and Report(s)"* by clicking View.



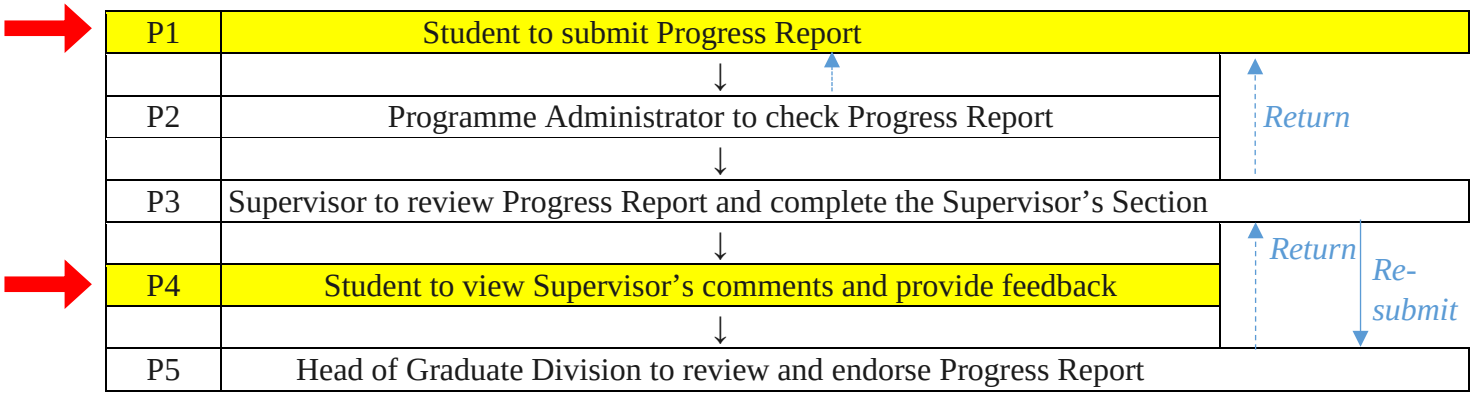
PROGRESS REPORT

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report annually to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss this Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

V. Student and Student Feedback

Workflow for Submission



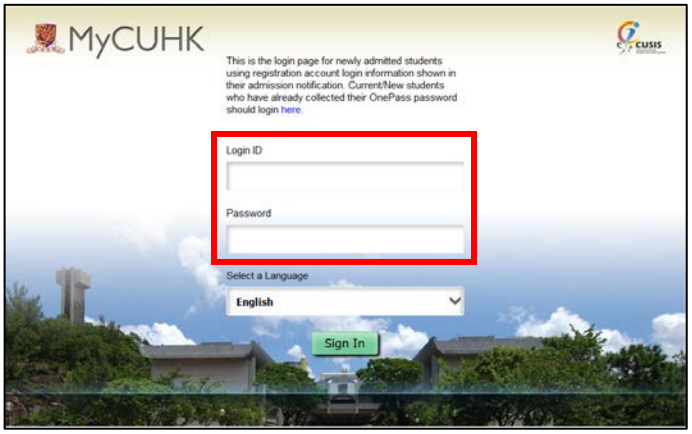
Step P1 Student to Submit Progress Report

A. Pre-condition

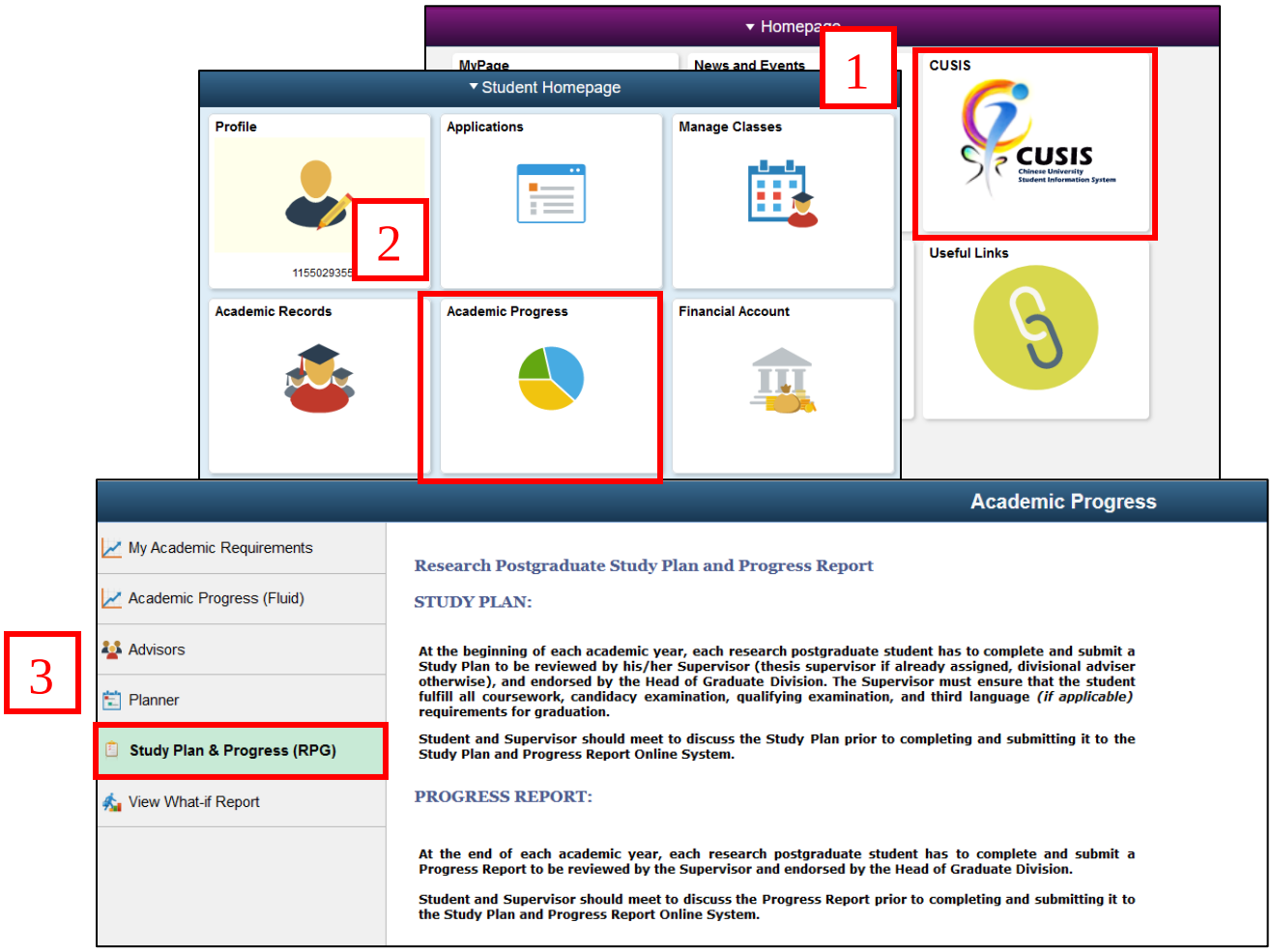
Study Plan of the same academic year has been completed, i.e., endorsed by the Head of Graduate Division/completed step S4.

B. Login

Path: *MyCUHK > CUSIS > Academic Progress > Study Plan & Progress (RPG)*

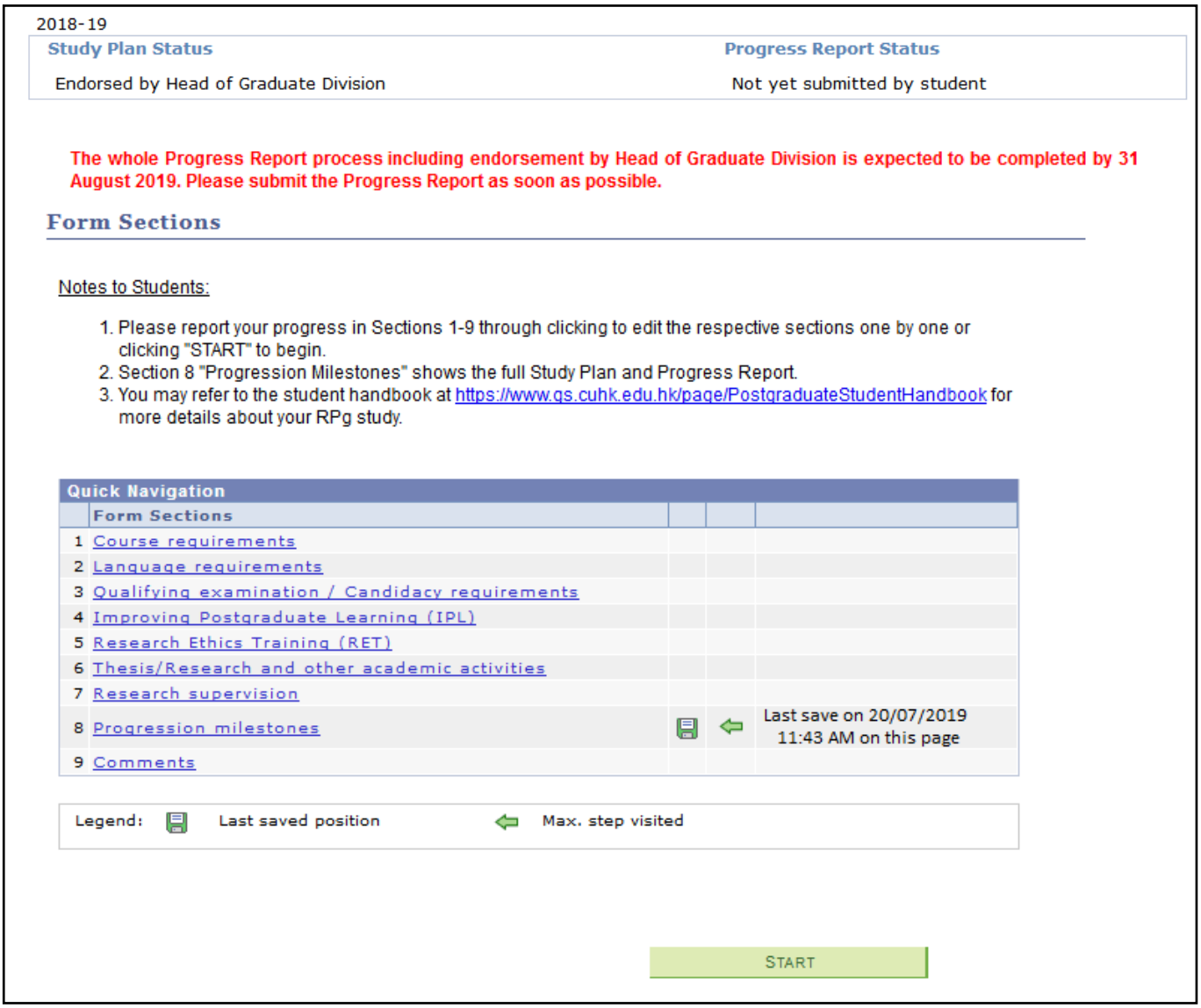


- Login MyCUHK with Student ID and OnePass (CWEM) password.



C. System Main Menu

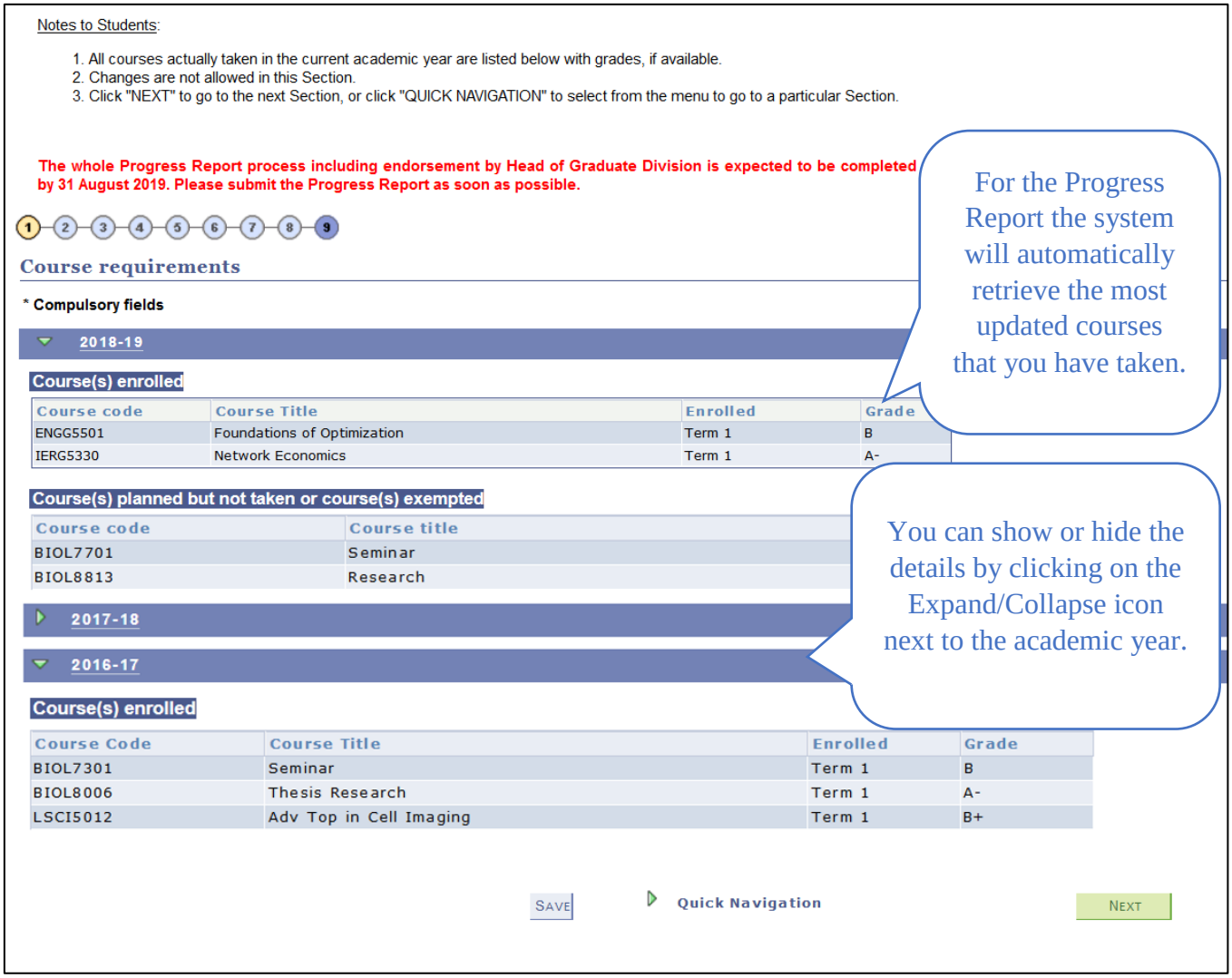
Please follow the instructions in each Section to complete the Progress Report.
You can click on the number buttons or “Quick Navigation” in subsequent screens to jump to different Sections.



1) Course requirements (for viewing only)

All courses actually taken in the current academic year are listed, with grades if available.

Changes are not allowed in the Course requirements Section.

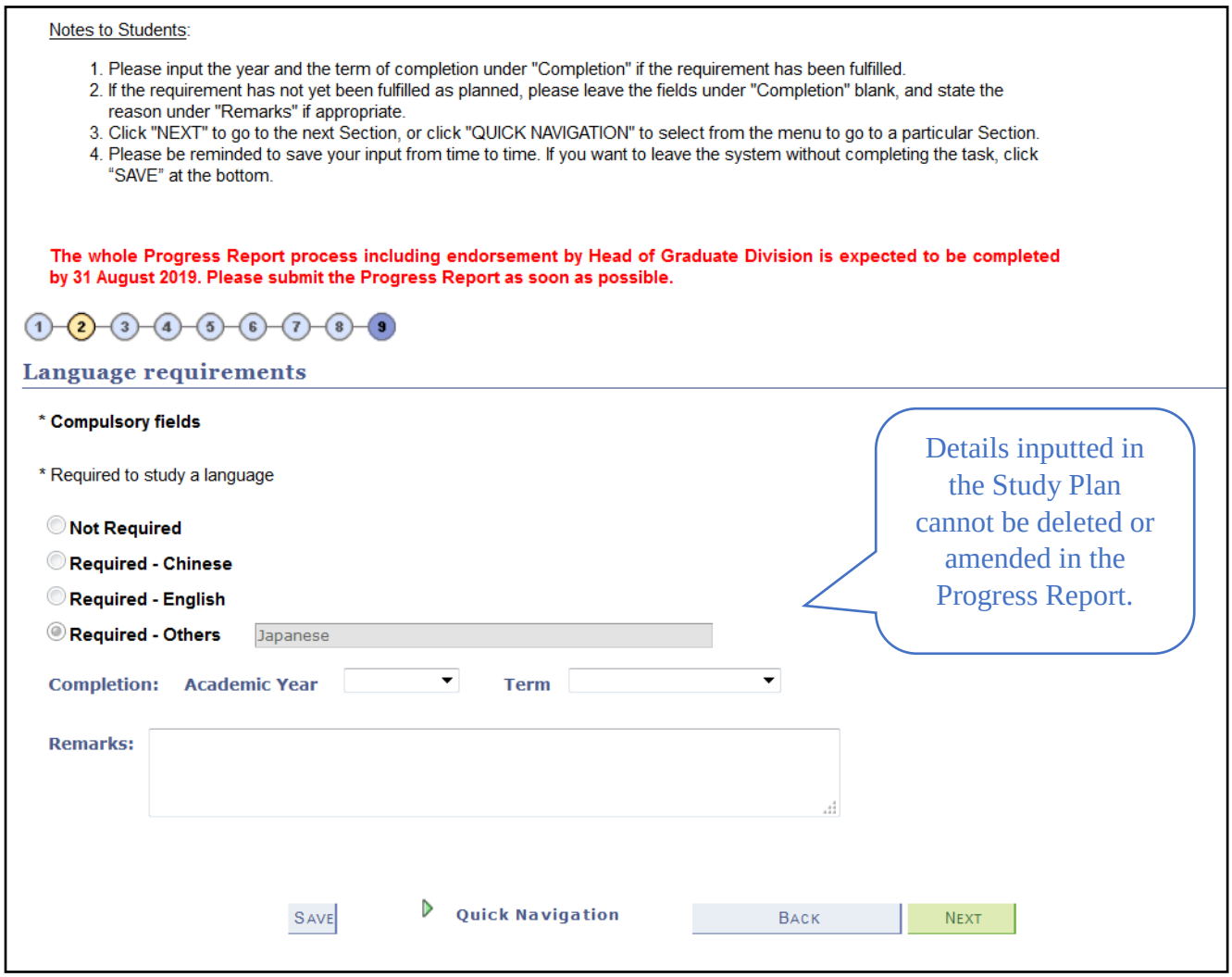


- NEXT: Move to the next Section.

2) Language requirements

Students should input the year and the term of completion under “Completion” if the requirement has been fulfilled.

For language requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.



- *“Completion: Academic Year”/”Term”*: Choose the year and the term of completion from the drop-down menu, if appropriate.
- *“Remarks”*: For planned activities not yet conducted, please state the reason under “Remarks” if appropriate.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

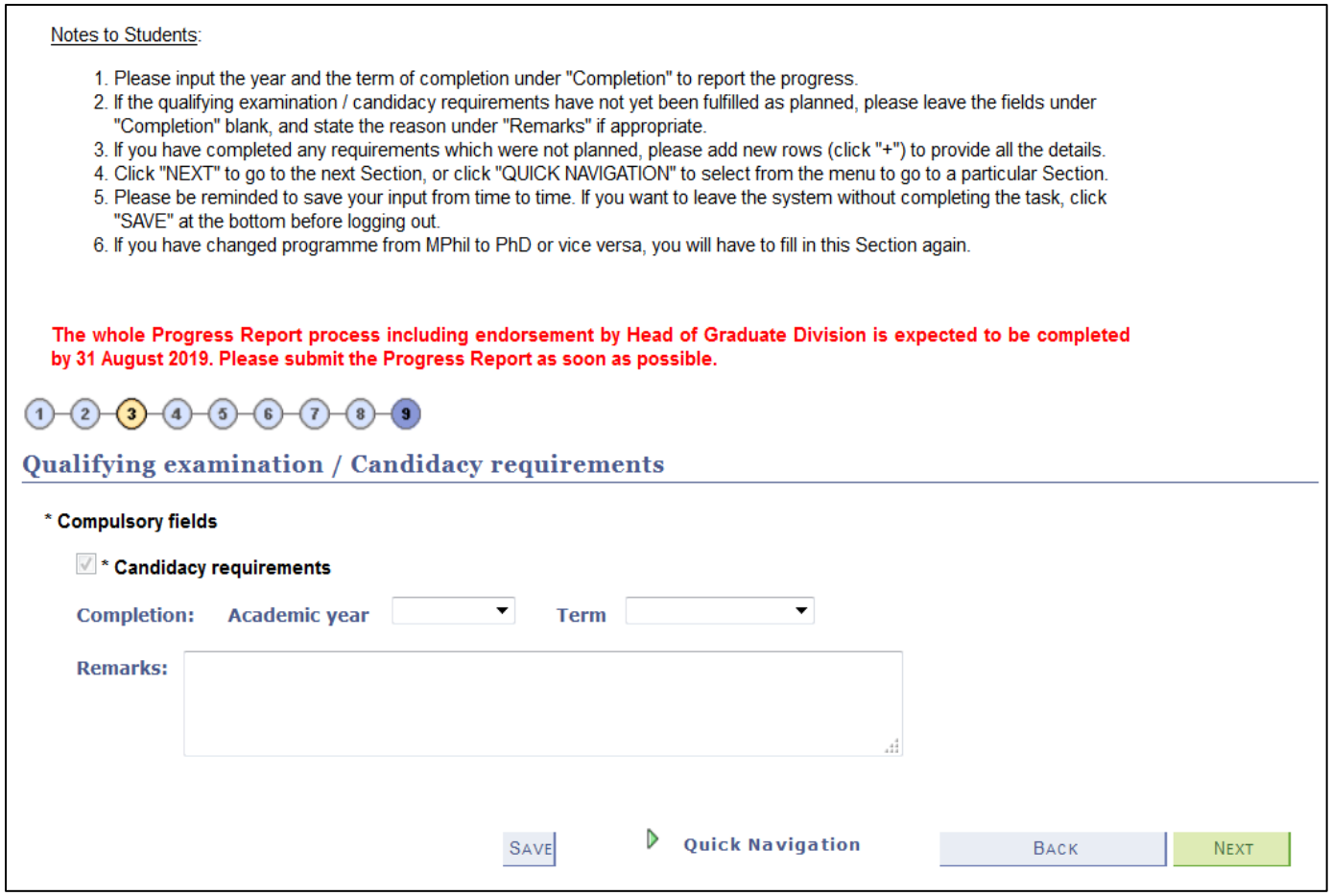
3) Qualifying examination/Candidacy requirements

Doctoral students must pass the qualifying examination/candidacy requirements for advancement to doctoral candidature.

Content shown in this Section depends on the student's study programme.

Students should input the year and the term of completion under "Completion" if all components of the requirement have been fulfilled.

For Qualifying examination/Candidacy requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.



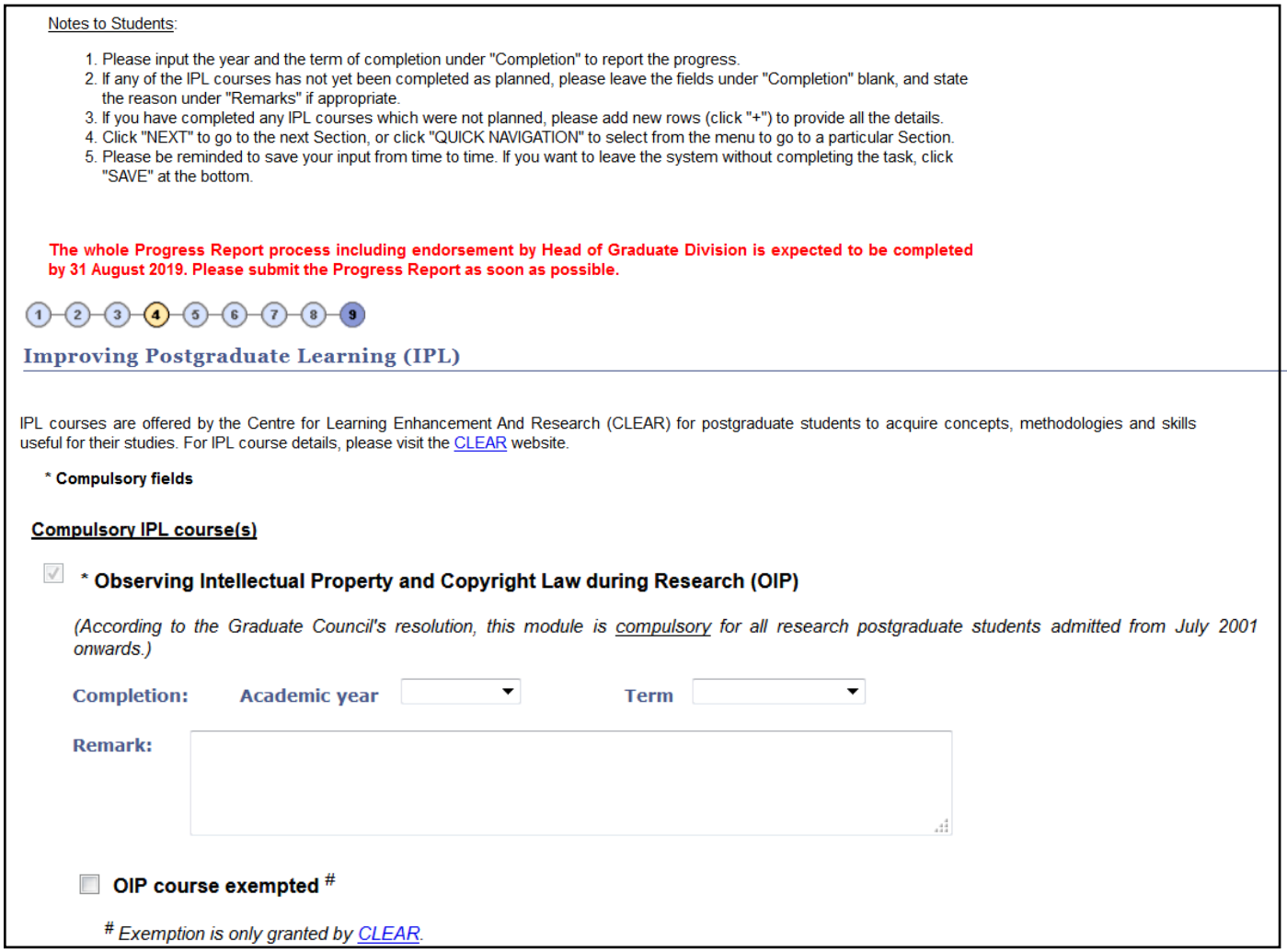
- *"Completion: Academic Year"/"Term"*: Choose the year and the term of completion from the drop-down menu, if appropriate.
- *"Remarks"*: For planned activities not yet conducted, please state the reason under "Remarks" if appropriate.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

4) Improving Postgraduate Learning (IPL)

Students should input the year and the term of completion under “Completion” if the requirement has been fulfilled.

For IPL requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.

Compulsory IPL course(s):



Notes to Students:

1. Please input the year and the term of completion under "Completion" to report the progress.
2. If any of the IPL courses has not yet been completed as planned, please leave the fields under "Completion" blank, and state the reason under "Remarks" if appropriate.
3. If you have completed any IPL courses which were not planned, please add new rows (click "+") to provide all the details.
4. Click "NEXT" to go to the next Section, or click "QUICK NAVIGATION" to select from the menu to go to a particular Section.
5. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

1 2 3 4 5 6 7 8 9

Improving Postgraduate Learning (IPL)

IPL courses are offered by the Centre for Learning Enhancement And Research (CLEAR) for postgraduate students to acquire concepts, methodologies and skills useful for their studies. For IPL course details, please visit the CLEAR website.

* **Compulsory fields**

Compulsory IPL course(s)

* **Observing Intellectual Property and Copyright Law during Research (OIP)**

(According to the Graduate Council's resolution, this module is compulsory for all research postgraduate students admitted from July 2001 onwards.)

Completion: **Academic year** **Term**

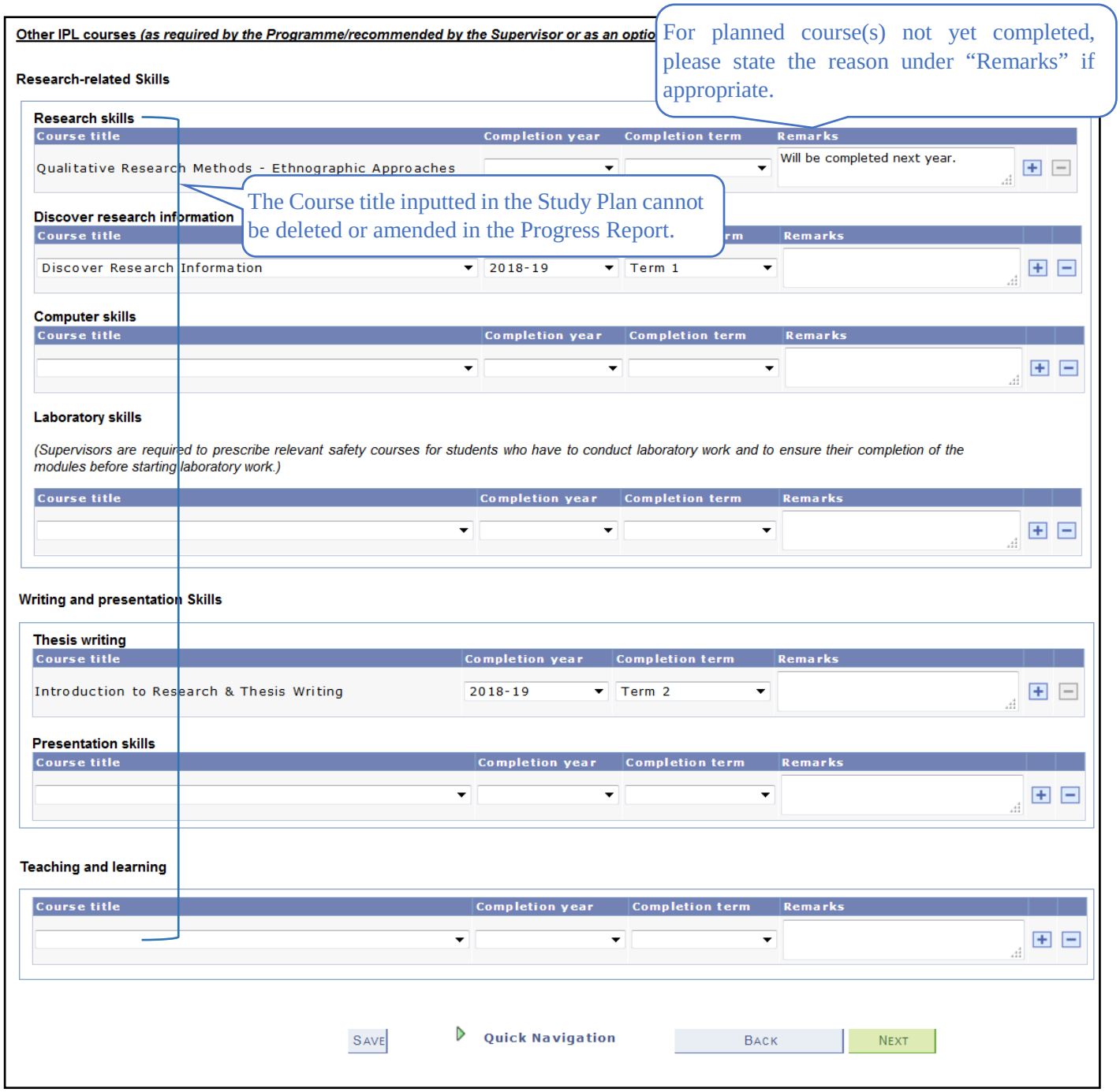
Remark:

OIP course exempted #

Exemption is only granted by CLEAR.

- *“Completion: Academic Year”/”Term”*: Choose the year and the term of completion from the drop-down menu, if appropriate.
- *“Remarks”*: For planned activities not yet conducted, please state the reason under “Remarks” if appropriate.
- *“OIP course exempted”*: Exemption is only granted by CLEAR.

Other IPL courses (as required by the Programme or recommended by the Supervisor or as an optional choice):



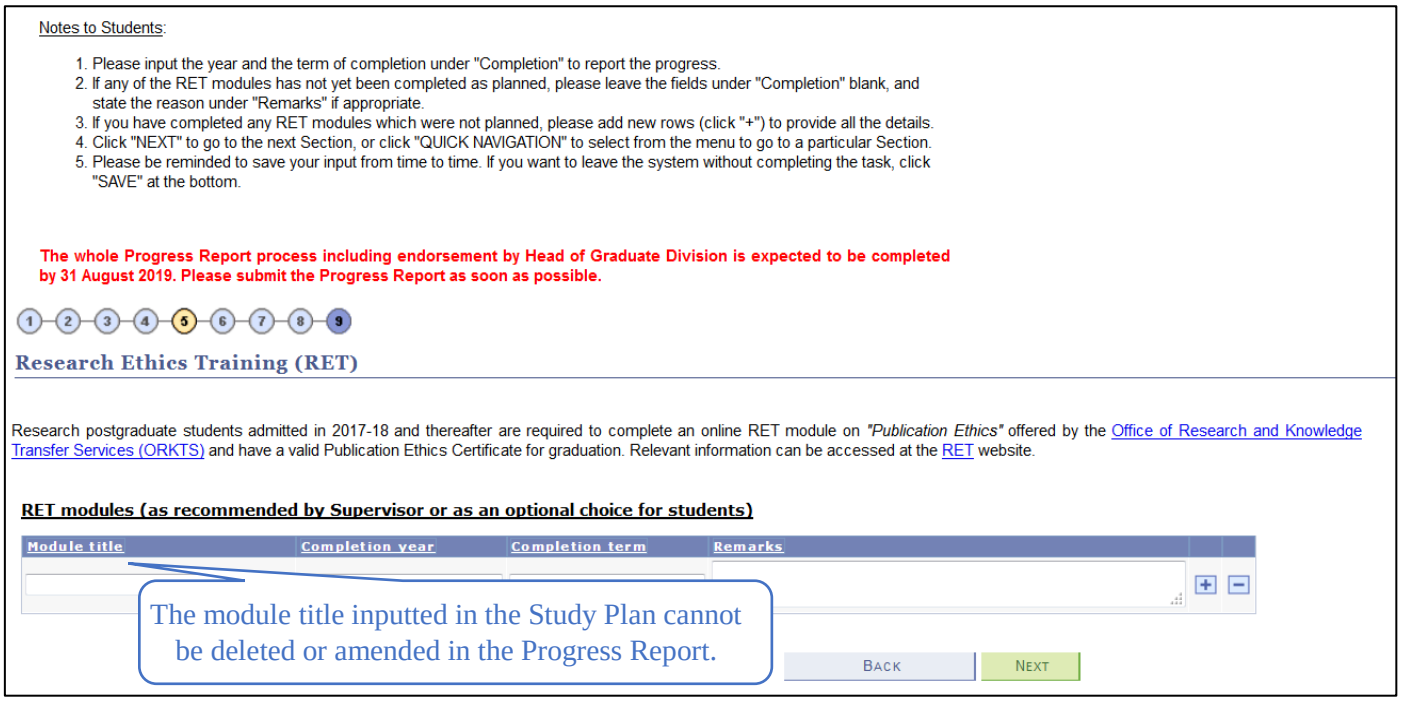
- *"Completion year"/"Completion term"*: Choose the year and the term of completion from the drop-down menu, if appropriate.
- *"Remarks"*: For planned courses not yet taken, please state the reason under "Remarks" if appropriate.
- "[+] [−]": Click [+] to add a row and [−] to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

5) Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

Students should input the year and the term of completion under "Completion" if the requirement has been fulfilled.

For RET requirements completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.



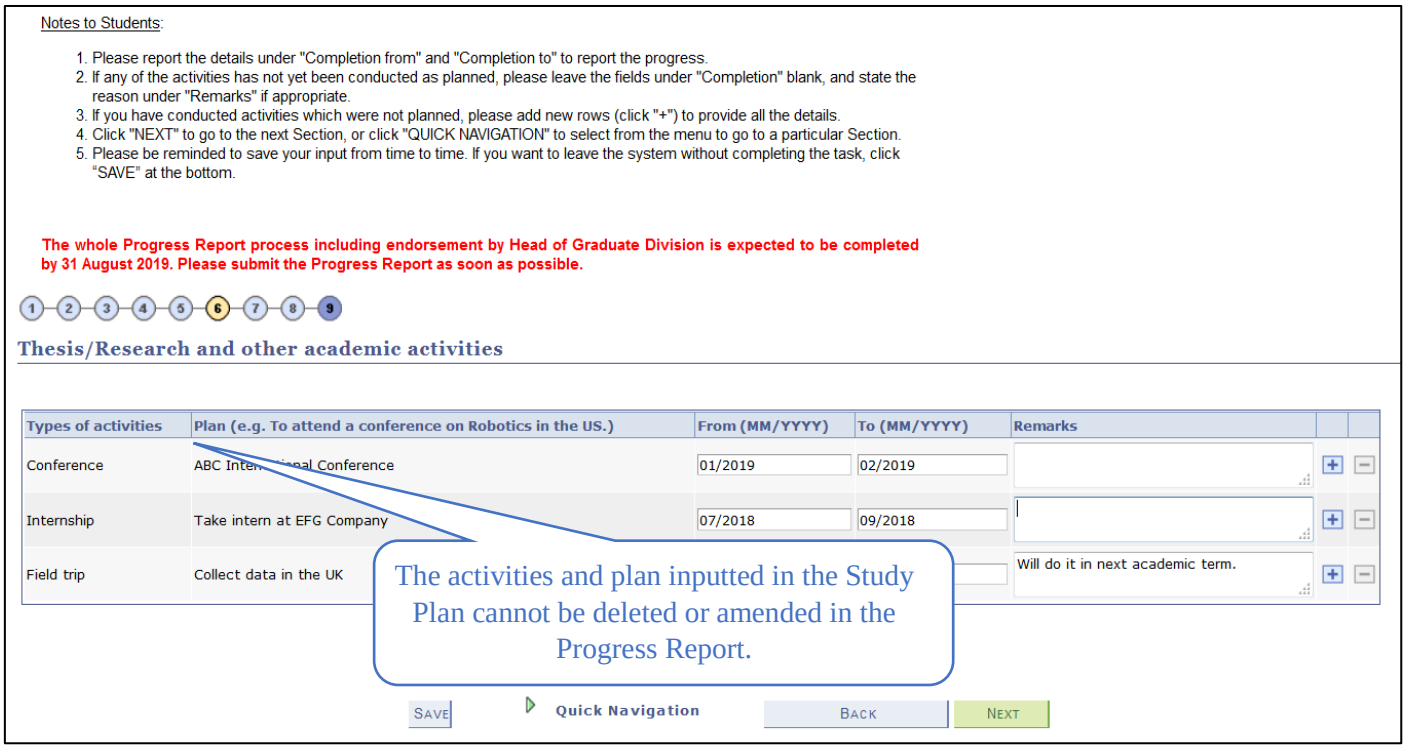
- *"Module title"*: Choose the module from the drop-down menu.
- *"Completion year"/"Completion term"*: Choose the year and the term of completion from the drop-down menu, if appropriate.
- *"Remarks"*: For planned modules not yet taken, please state the reason under "Remarks" if appropriate.
- "⊞ ⊟": Click ⊞ to add a row and ⊟ to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

6) Thesis/Research and other academic activities

Students who have undertaken an activity in the current academic year (i.e., 1 August of this year to 31 July of the following year) should complete this Section.

Students should input the year and the term of completion under "Completion" if the requirement has been fulfilled.

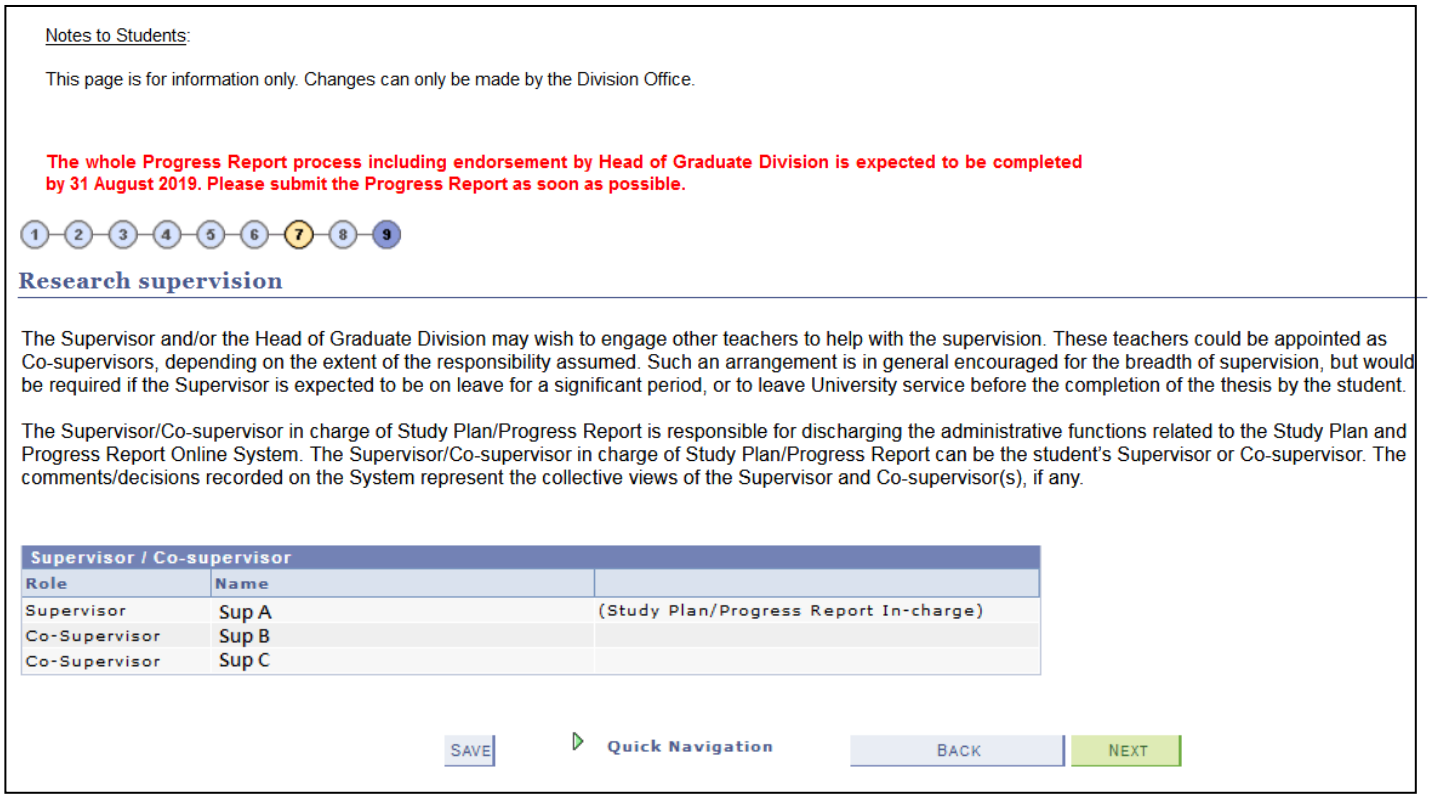
For Thesis/Research and other academic activities completed and inputted in the endorsed Progress Report in previous year(s), the completion details have been retrieved automatically.



- *"From (MM/YYYY)"* and *"To (MM/YYYY)"*: Type in the month and year, if appropriate.
  - The start date and end date of the activity should be within the current academic year (i.e., 1 August of this year to 31 July of the following year).
  - The input format is (MM/YYYY), e.g., for March 2018, "03/2018" should be inputted.
- *"Remarks"*: For planned activities not yet conducted, please state the reason under "Remarks" if appropriate.
- "[+] [−]": Click [+] to add a row and [−] to delete a row.
- SAVE: Save the input of the Section before leaving the system.
- NEXT: Move to the next Section.

7) Research supervision (for viewing only)

Students can view the names of their Supervisors and Co-supervisors in this Section.

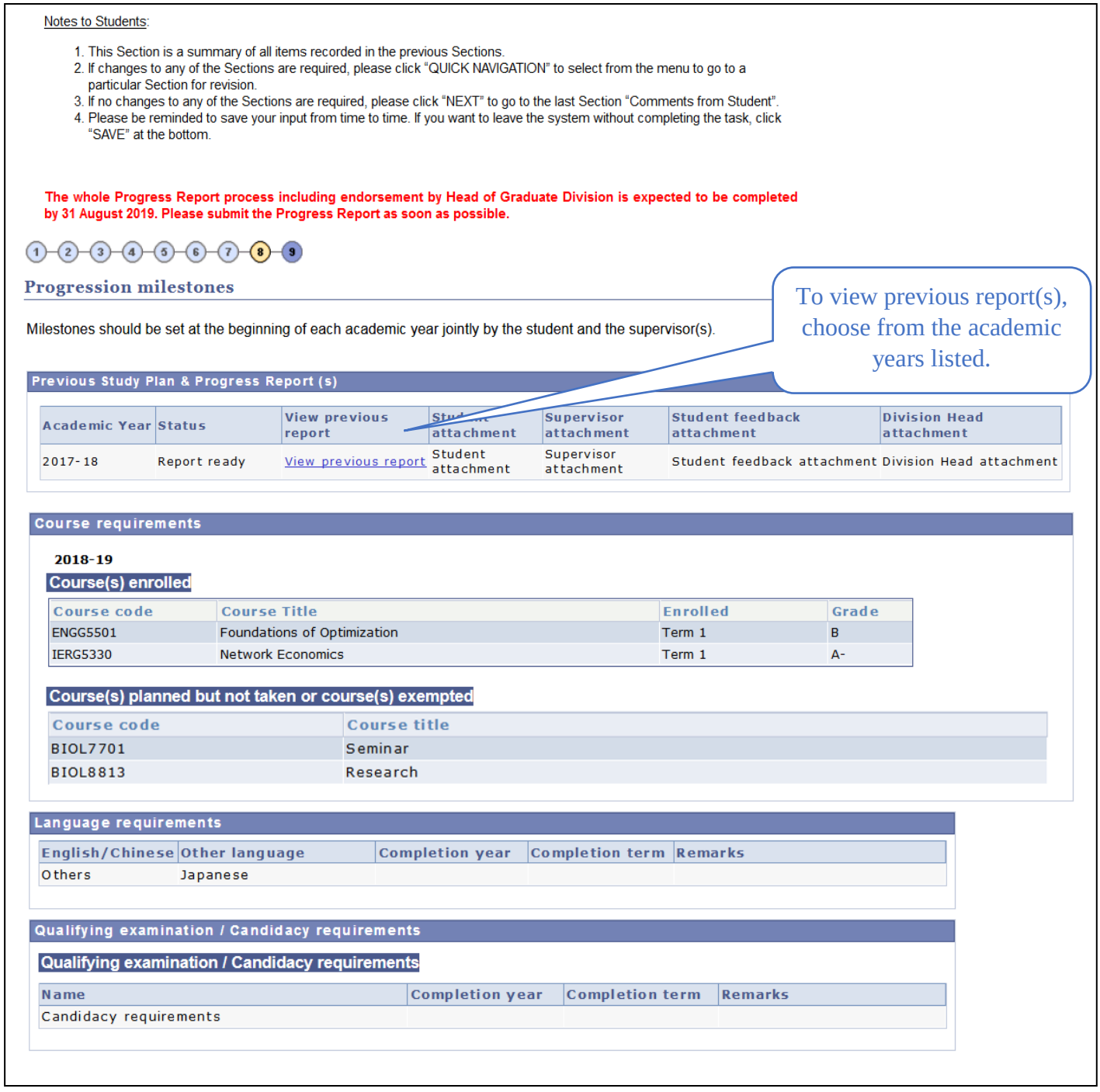


- NEXT: Move to the next Section.

8) Progression milestones (for viewing only)

Information saved in the Progress Report will be collated and shown in this Section.

Students can amend the content of a particular Section by clicking the relevant link under "Quick Navigation" to go back to the page for editing.



Notes to Students:

1. This Section is a summary of all items recorded in the previous Sections.
2. If changes to any of the Sections are required, please click "QUICK NAVIGATION" to select from the menu to go to a particular Section for revision.
3. If no changes to any of the Sections are required, please click "NEXT" to go to the last Section "Comments from Student".
4. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" at the bottom.

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

1 2 3 4 5 6 7 8 9

Progression milestones

To view previous report(s), choose from the academic years listed.

Milestones should be set at the beginning of each academic year jointly by the student and the supervisor(s).

Previous Study Plan & Progress Report (s)

Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Improving Postgraduate Learning (IPL)

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

Discover research information

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks

Writing and presentation skills

Thesis writing

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

Presentation skills

Course title	Completion year	Completion term	Remarks

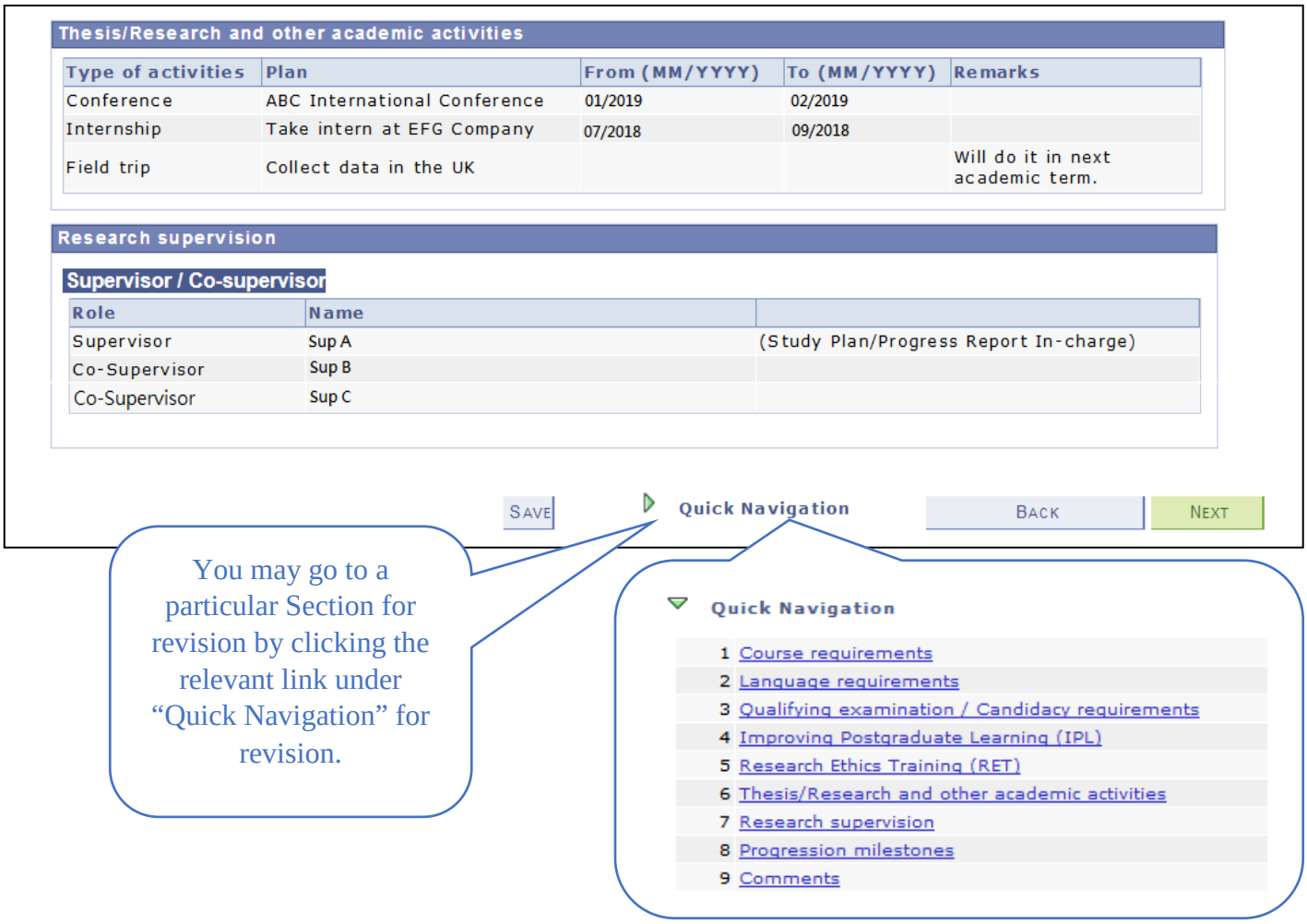
Teaching and learning

Course title	Completion year	Completion term	Remarks

Research Ethics Training (RET)

RET module

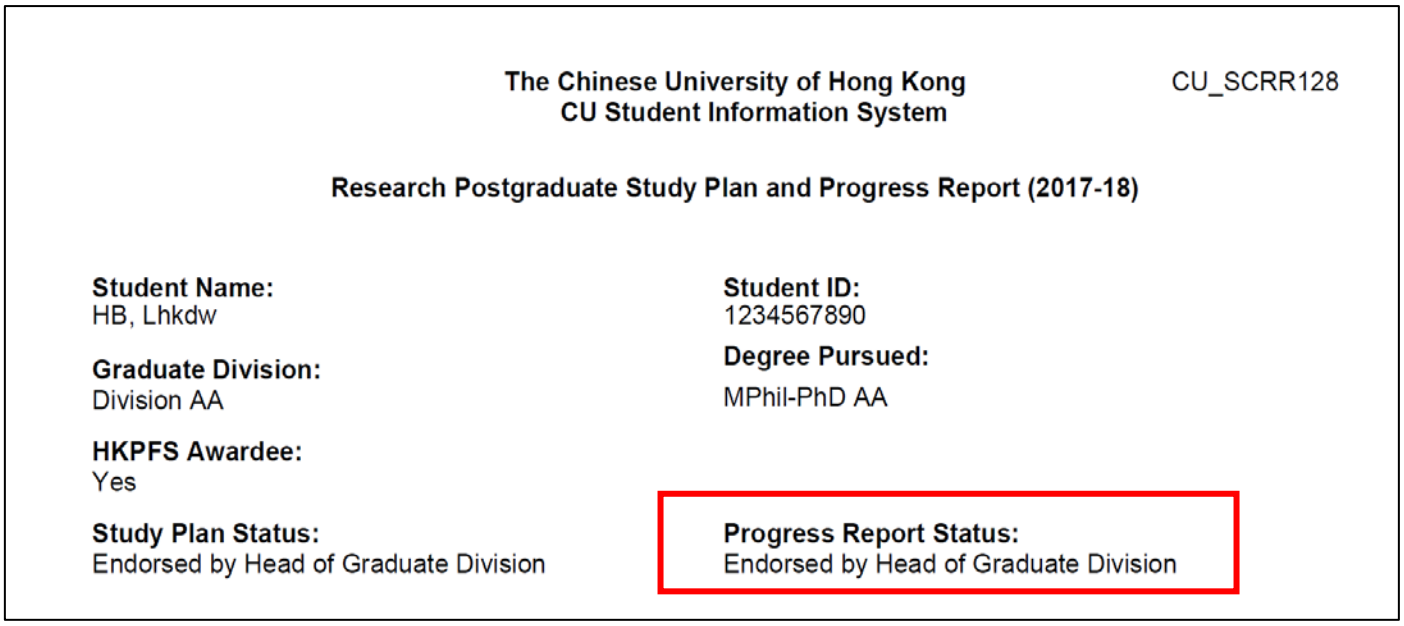
Module title	Completion year	Completion term	Remarks



- *"Quick Navigation"*: Click the relevant link to go back to the relevant Section for editing.
- NEXT: Move to the next Section.

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

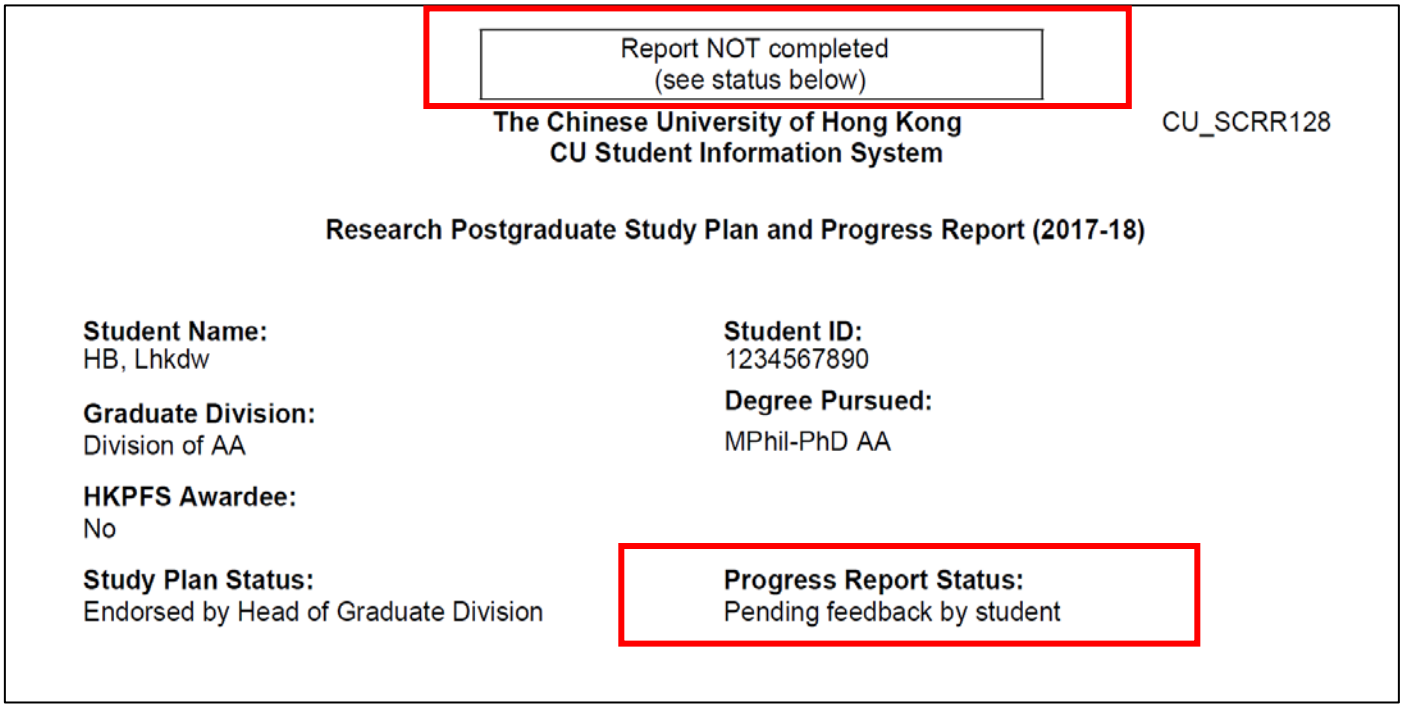
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
No

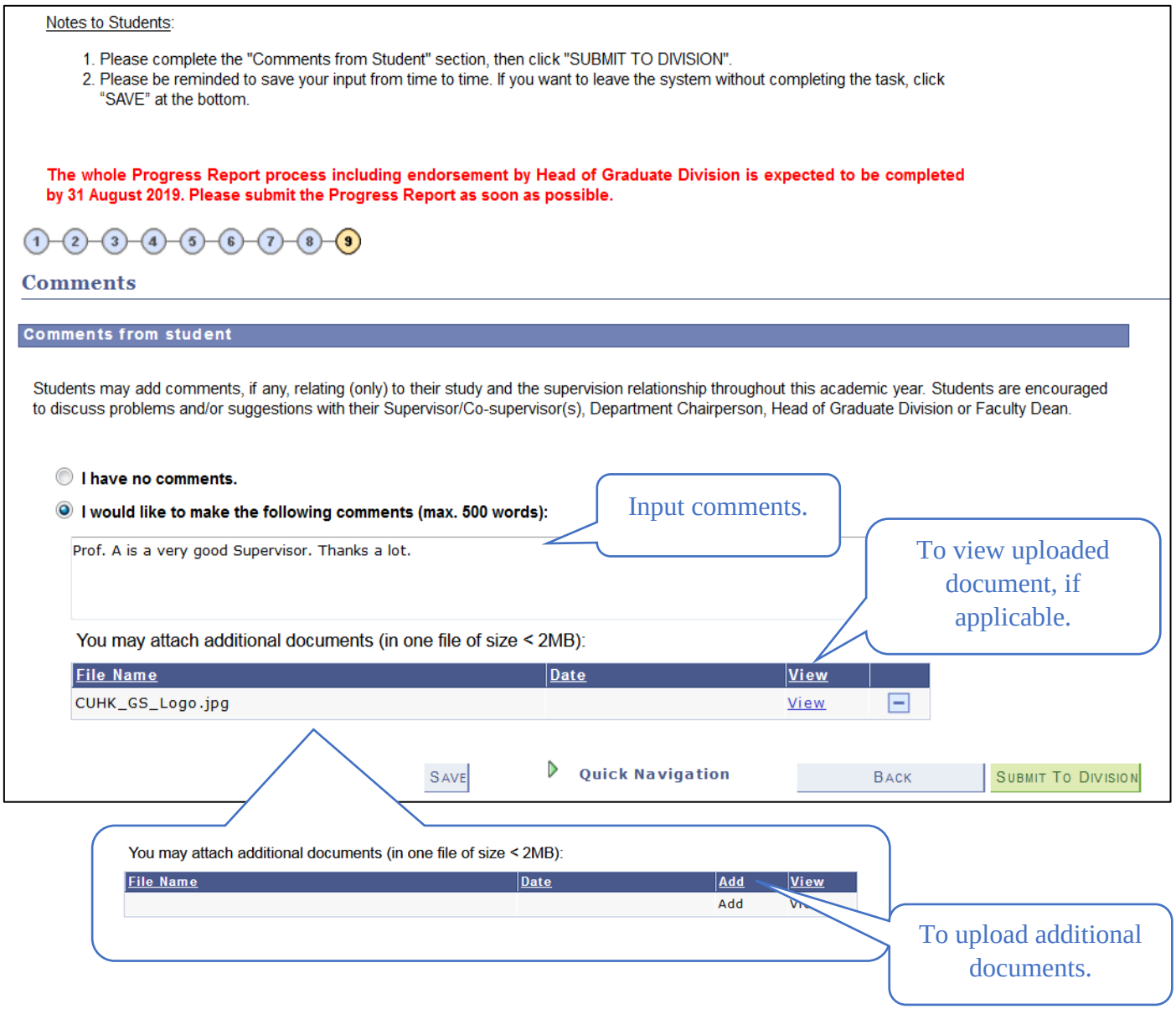
Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Pending feedback by student

9) Comments

Student should complete the “Comments from student” section, then submit to the Division.

To add comments and attachment:

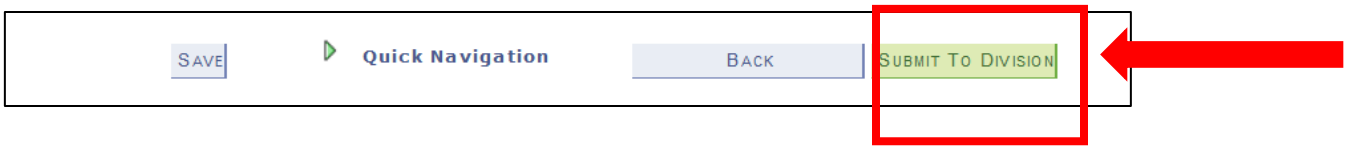


- *Comments from student*: Choose to add comments or not by clicking the applicable bullet.
- SAVE: Save the input of the Section before leaving the system.
- SUBMIT TO DIVISION: Submit the Progress Report to Programme Administrator for checking.

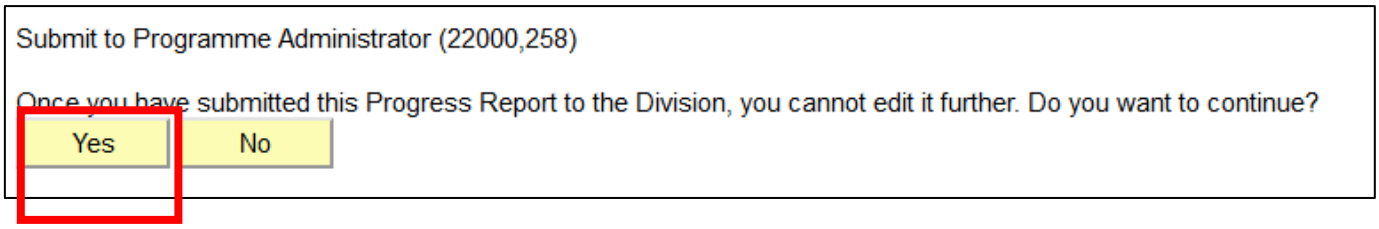
D. Submission and Review Process

1) Submission by Student

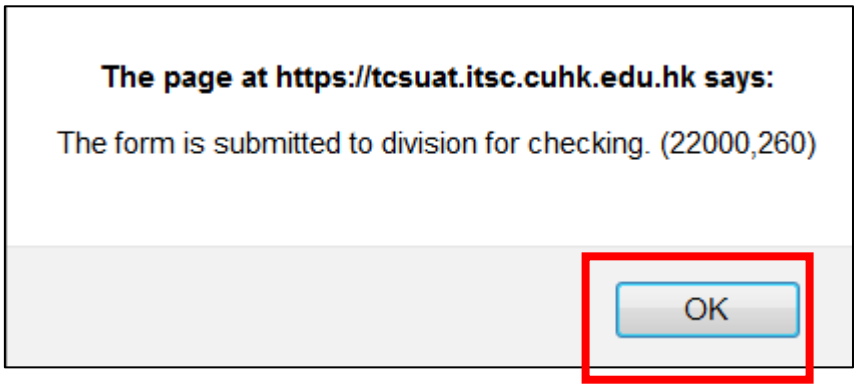
On completion of the Progress Report, students should submit it to the Division (Programme Administrator) for checking by clicking the button SUBMIT TO DIVISION.



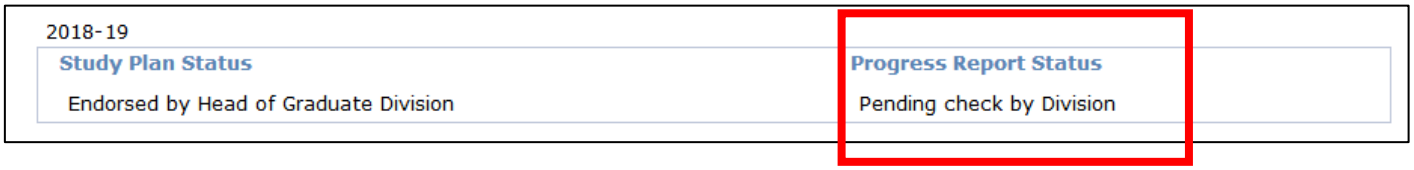
A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful submission.



Progress Report Status will be updated.



Step P1 in the workflow is completed.

A notification email to the Division (Programme Administrator) will be sent.

2) Return by Division Staff (Programme Administrator) to Student (where applicable)

Programme Administrator may return the Progress Report to students for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Programme Administrator and then access the system to amend, if necessary, and re-submit the Progress Report.

3) Return by Supervisor to Student (where applicable)

Supervisor may return the Progress Report to a student for amendment or further updating, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Progress Report.

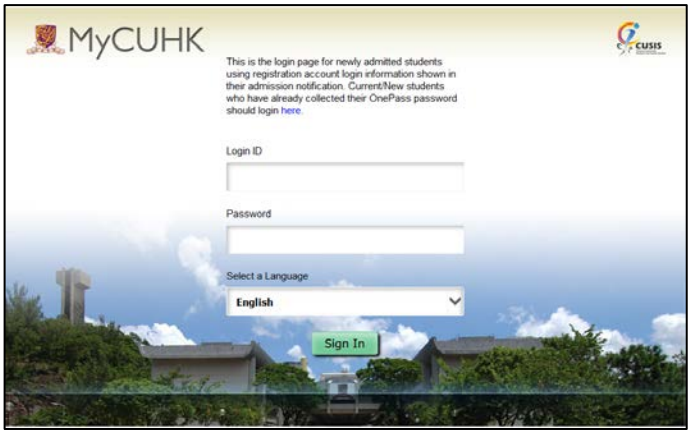
Step P4 Student to View Supervisor's Comments and Provide Feedback

A. Pre-condition

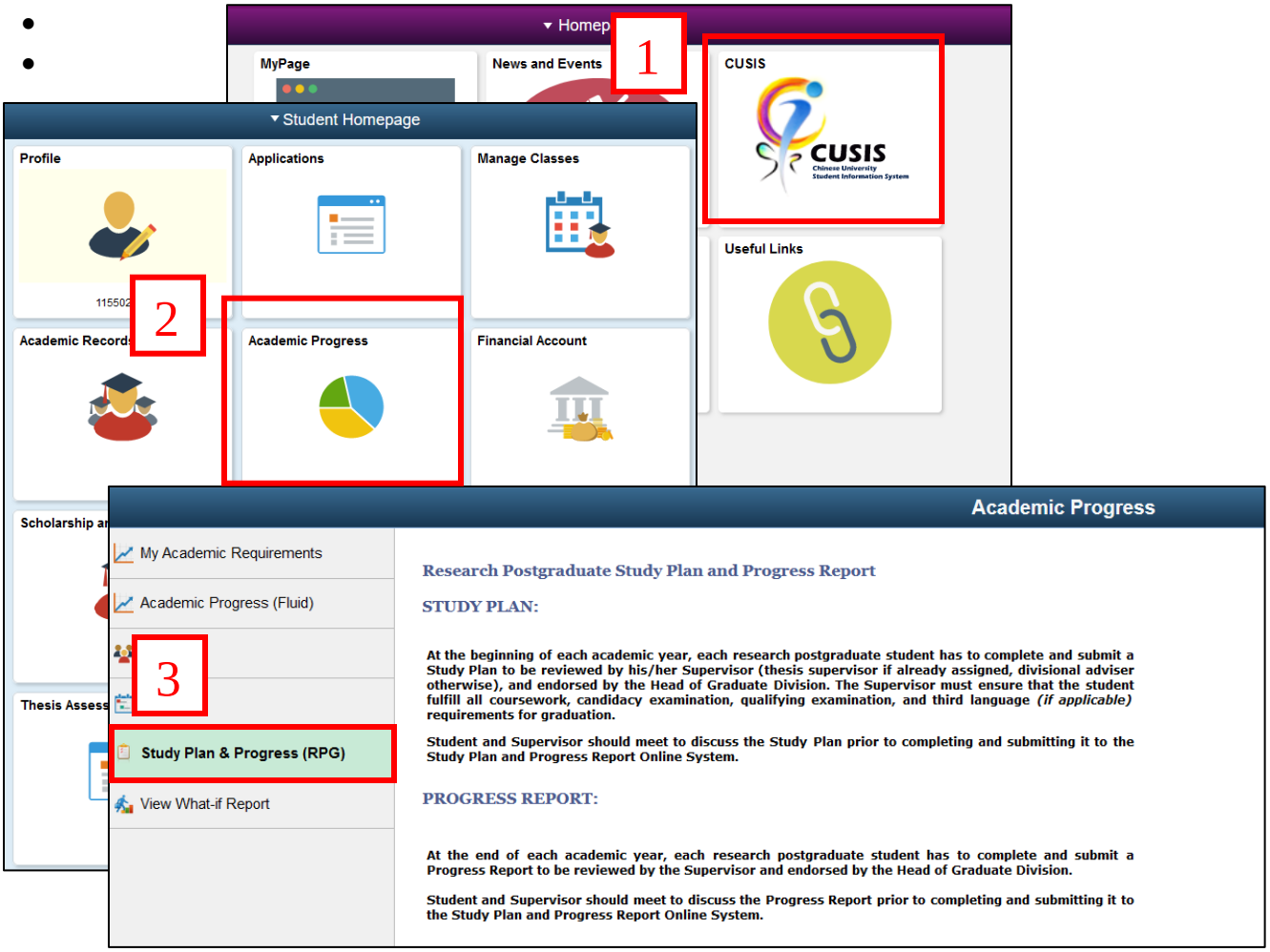
Progress Report has been reviewed by Supervisor, i.e., step P3.

B. Login

Path: *MyCUHK > CUSIS > Academic Progress > Study Plan & Progress (RPG)*

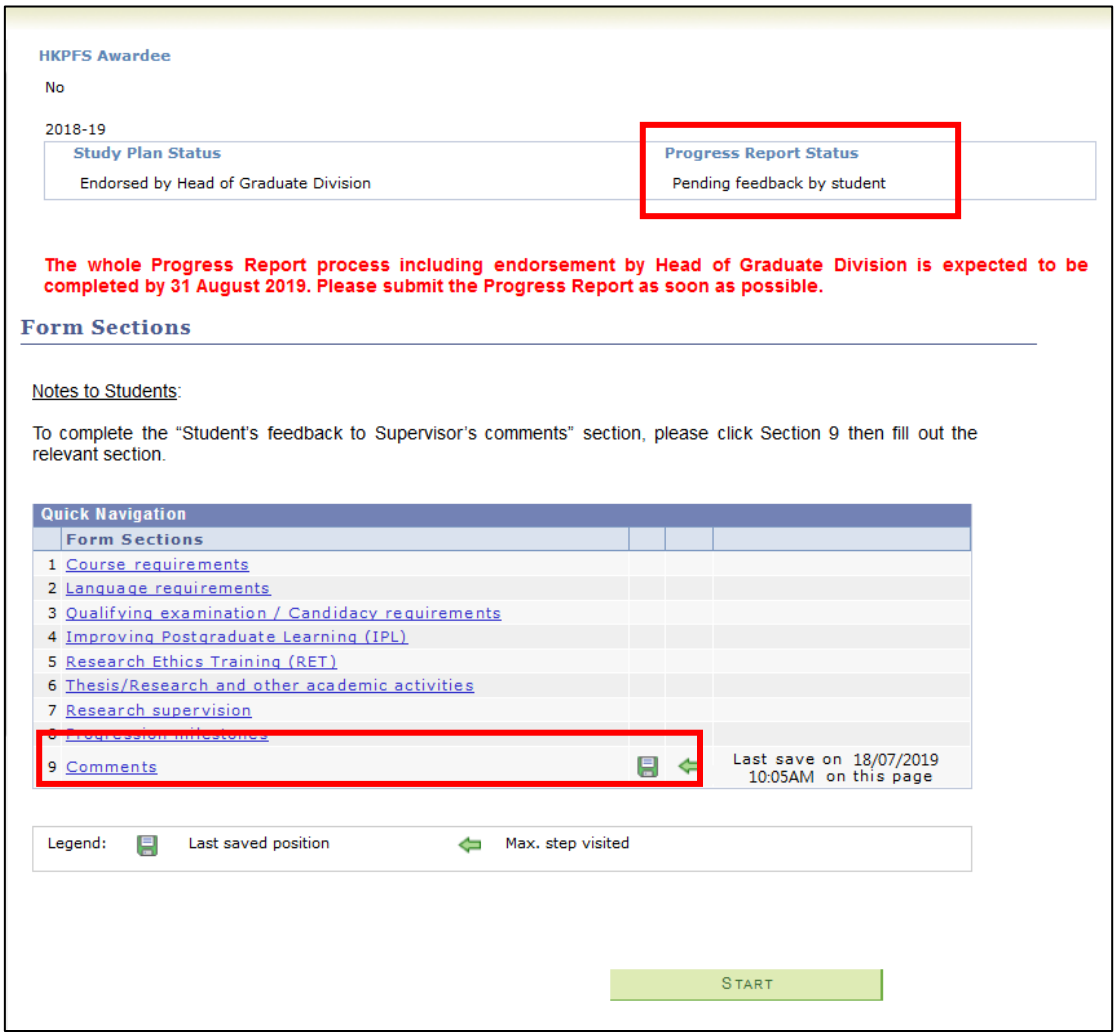


- Login MyCUHK with Student ID and OnePass (CWEM) password.
-
-

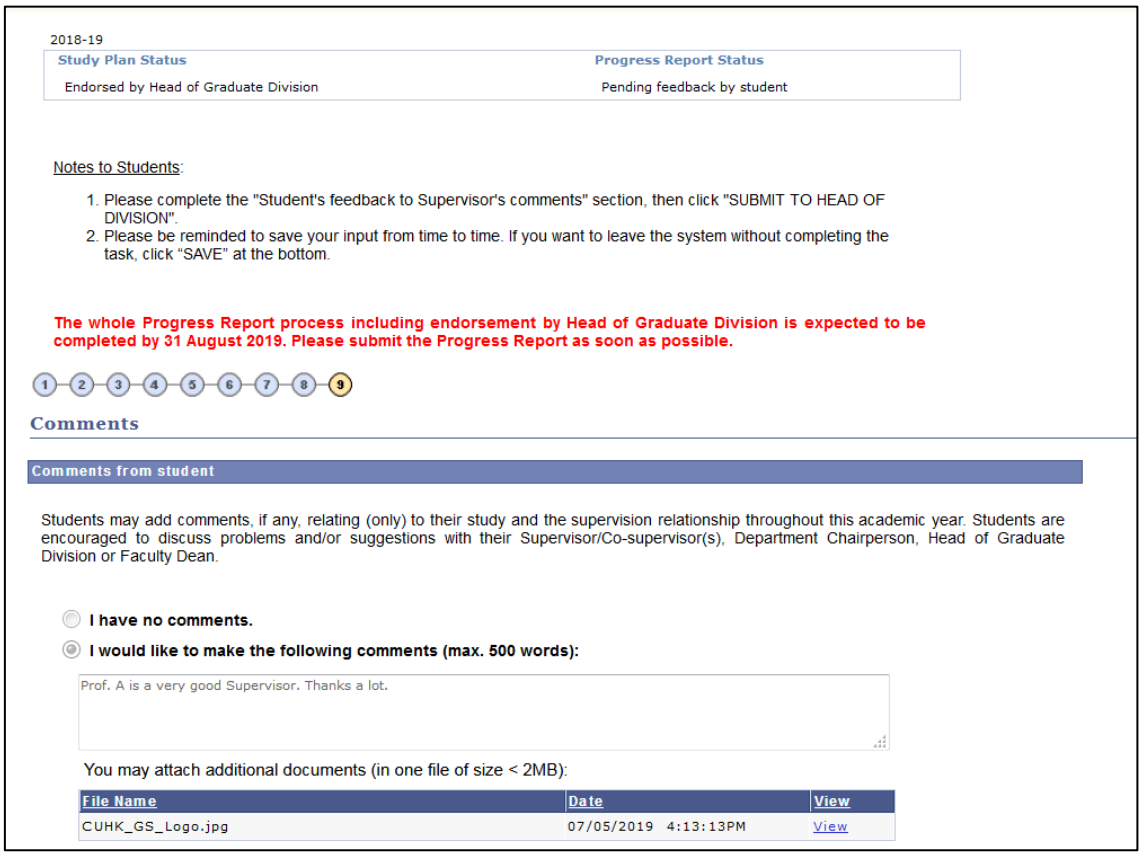


Submission by Student

To complete the *"Student's feedback to Supervisor's comments"* section, please click Section 9 to view the Supervisor's comments and fill out the relevant section following the instructions.



On completion of the Progress Report, students should submit the Progress Report to the Head of Graduate Division for endorsement by clicking the button SUBMIT TO HEAD OF GRADUATE DIVISION.



Comments from Supervisor

I. Confirmation:

I have read this Progress Report and

- ( ) **return this Progress Report to the student for revision.**
- (•) **provide my below comments on the student's study progress for viewing by the student.**

II. Comments from Supervisor:

1. Academic progress of the student:

- ( ) **Satisfactory**
- ( ) **Improvement needed**
- (•) **Not satisfactory**

Suggested action to be taken by Division (optional):

- (•) **Division to issue a warning letter to the student.**
- ( ) **Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance. [Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]**
  Suggested suspension period: [ ] **months, effective from 1st of** [ ] [ ]
- ( ) **Others, please specify (max. 500 words):**

You may attach additional documents (in one file of size < 2MB):

	File Name	Date	Add	View
1			Add	View

Note:

Clause 13.4 of the General Regulations Governing Postgraduate Studies: ***If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students.***

2. Comments on the student's progress:

- ( ) **I have no comments.**
- (•) **I would like to make the following comments (max. 500 words):**

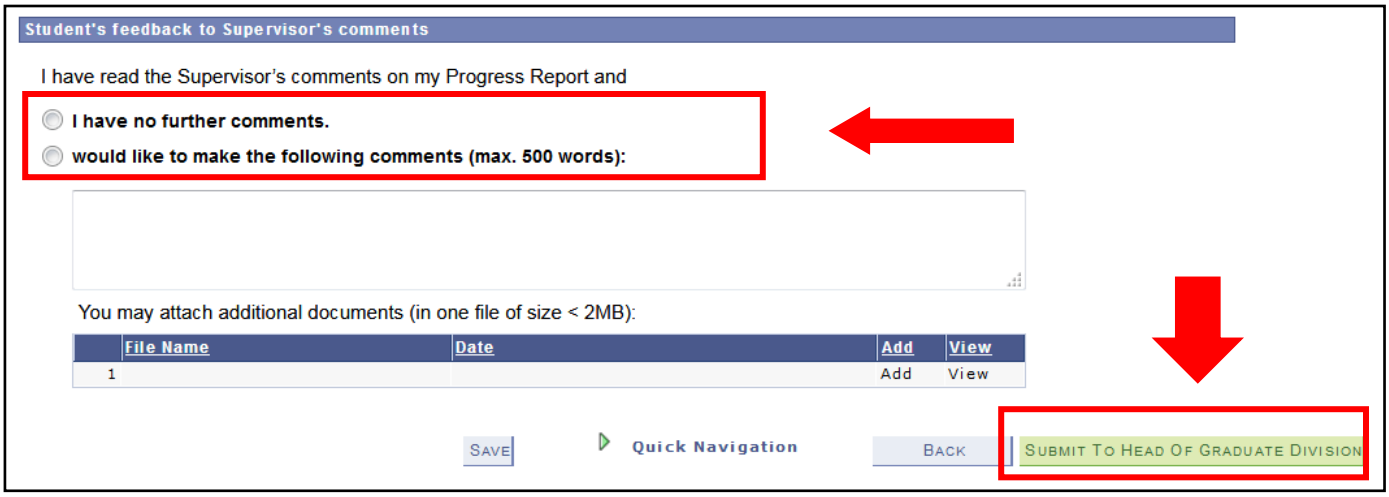
Need to work harder.

You may attach additional documents (in one file of size < 2MB):

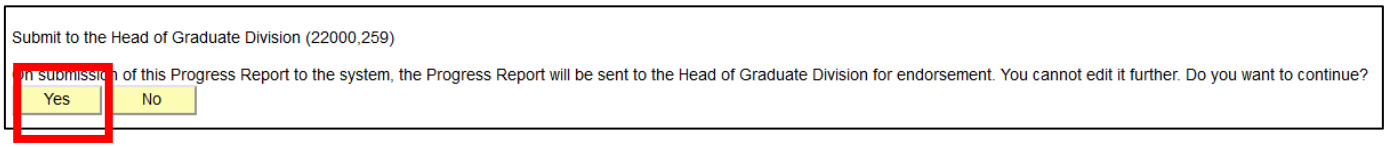
	File Name	Date	Add	View
1			Add	View

3. Approval:

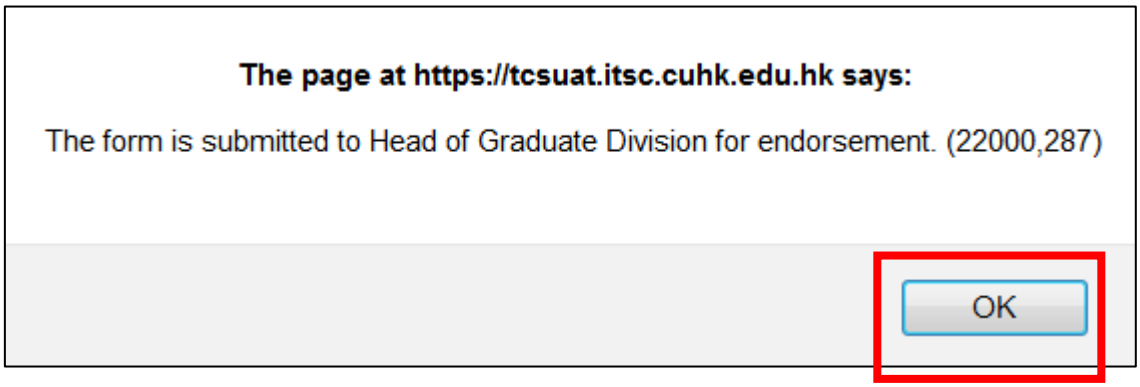
- [x] **I have discussed the Progress Report for this academic year with the student and approve its submission.**



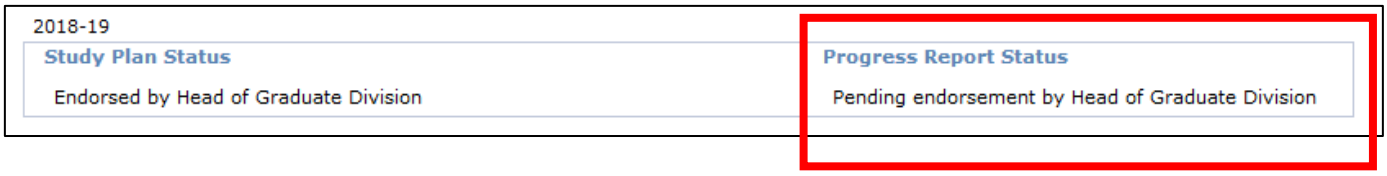
A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful submission.



Progress Report Status will be updated.



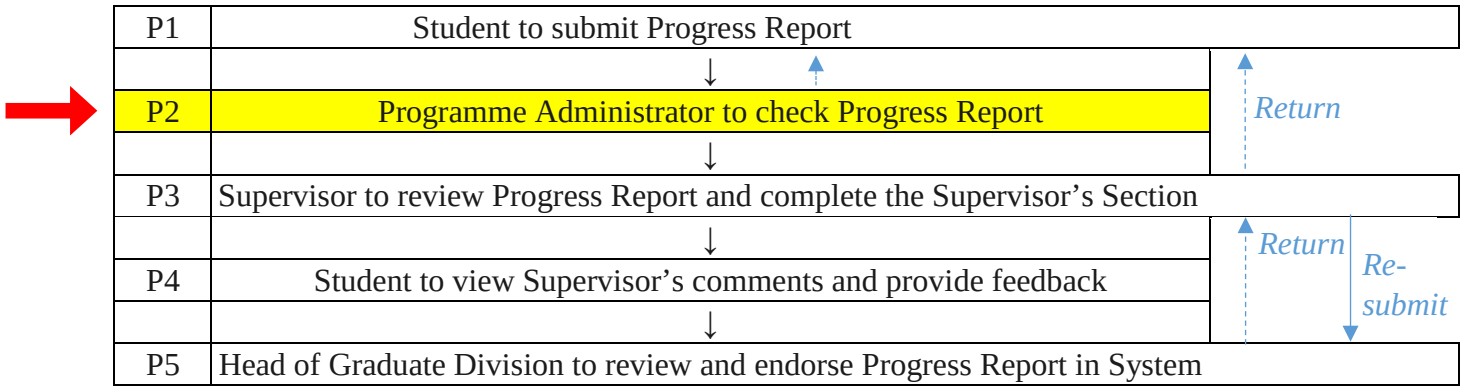
Step P4 in the workflow is completed.

A notification email to the Head of Graduate Division will be sent.

VI. Programme Administrator and Division operational staff

(Staff designated by the Division to provide administrative support for submission of Study Plan and Progress Report)

A. Workflow for Submission of Progress Report

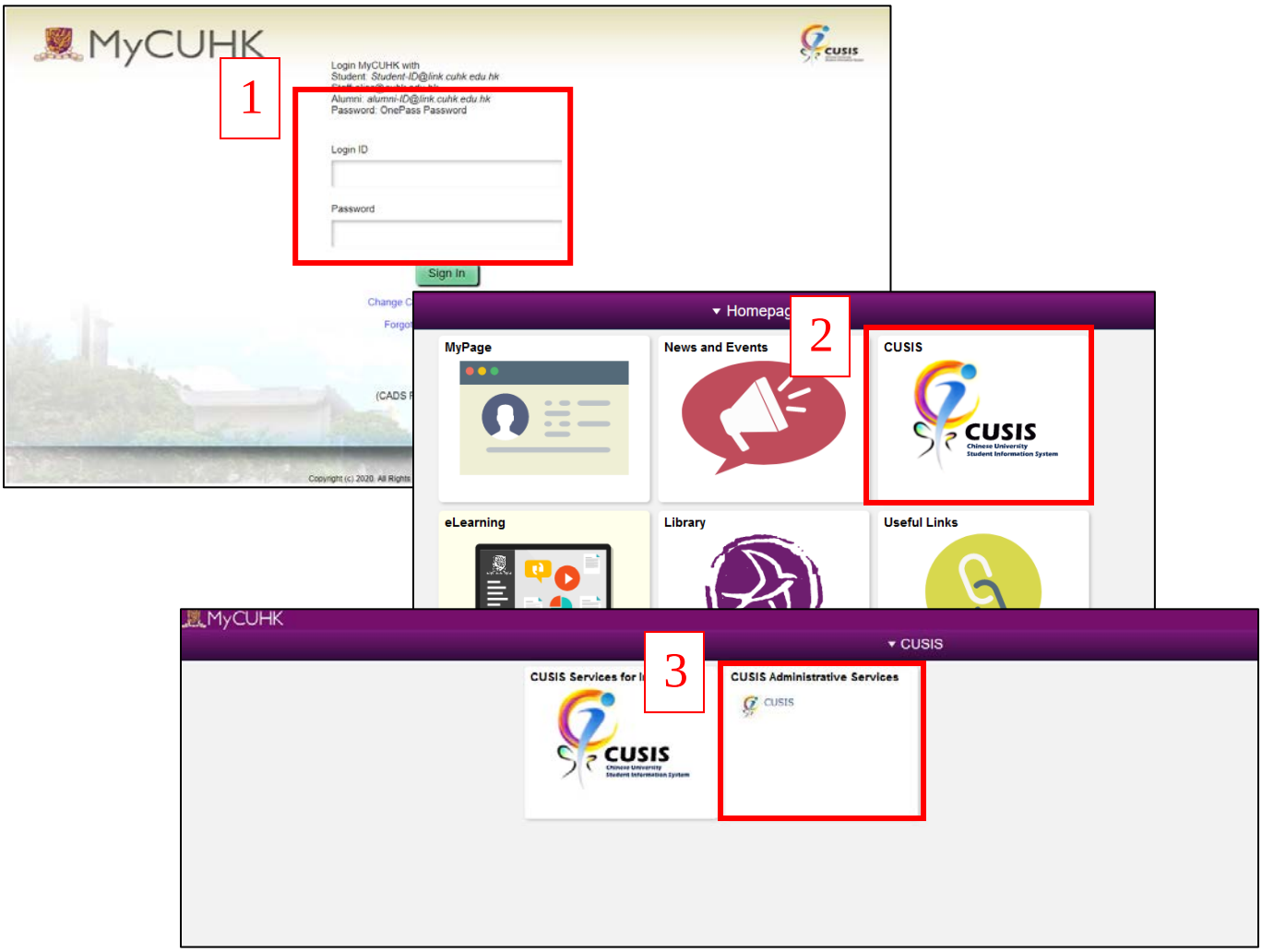


B. Pre-condition

Student has submitted the Progress Report for the academic year concerned, i.e., step P1 is completed.

C. Login

Path: *MyCUHK* > *CUSIS* > *CUSIS Administrative Services*

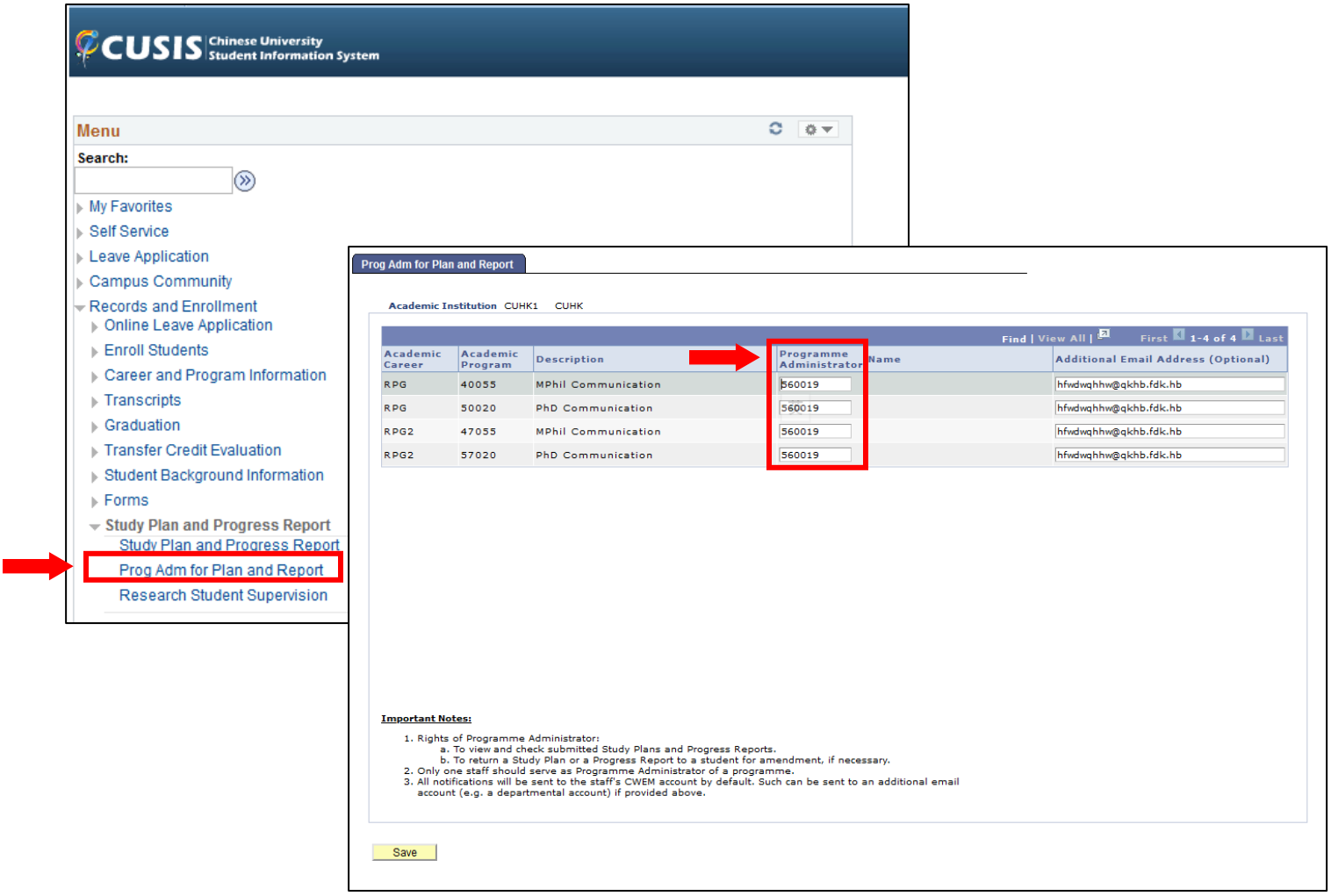


- Login MyCUHK with Staff ID and OnePass (CWEM) password.

D. Programme Administrator Maintenance

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Prog Adm for Plan and Report*

Divisions can update the Programme Administrator for Study Plan and Progress Report.

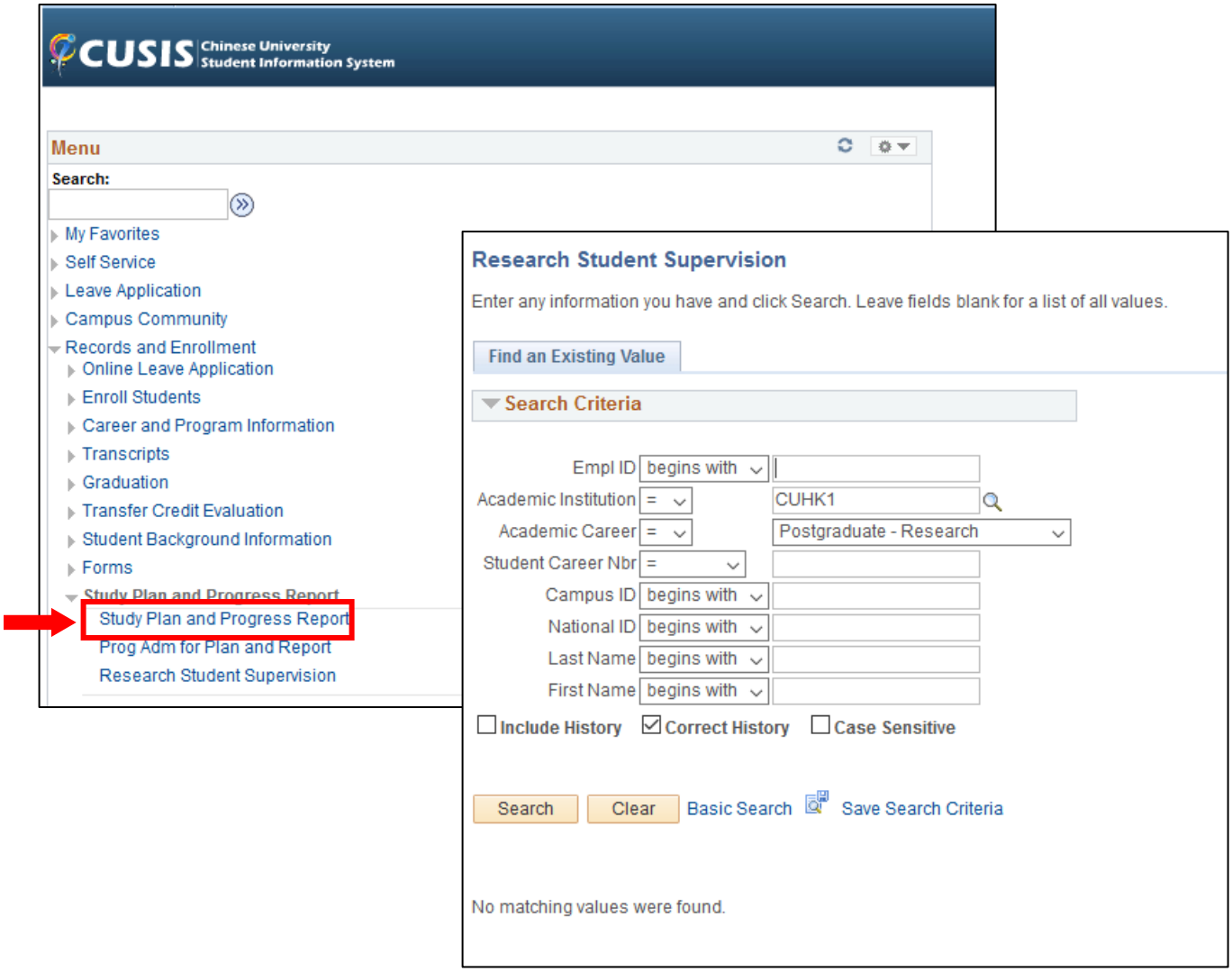


- *"Programme Administrator"*: Input the Staff ID of the Programme Administrator to be designated for the programme. The system will retrieve the staff name automatically.
- *"Additional Email Address (Optional)"*: All notifications can be sent to an additional email account if provided.
- SAVE: To confirm the update.

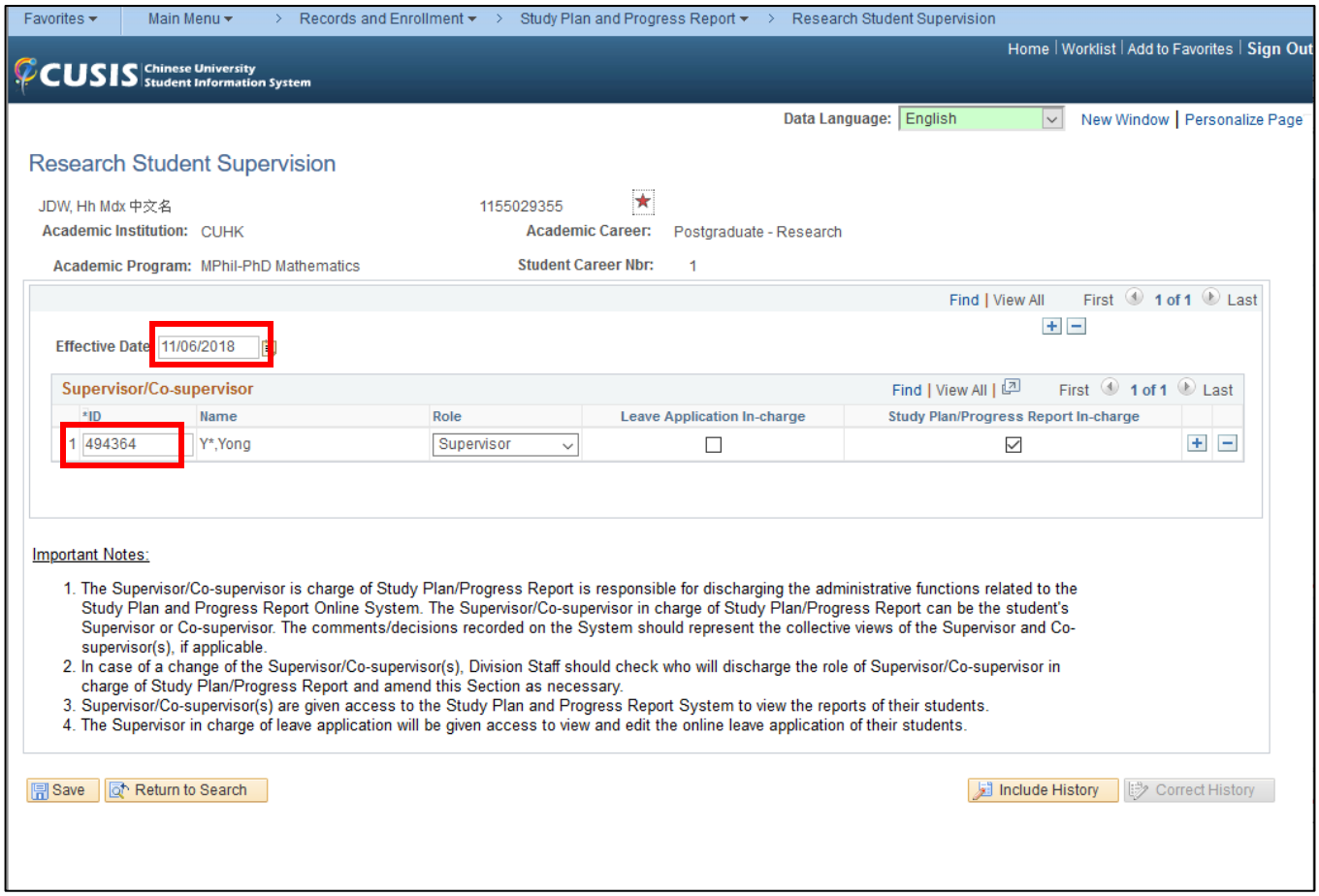
E. Research Student Supervisor Maintenance

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Research Student Supervision*

Divisions can update the approved Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.



- *"EmplID"*: Input the Student ID number to retrieve the specific student supervision record.
- *"Campus ID", "National ID", "Last Name", "First Name"*: Input the corresponding field to search with the information you have.
- To show all students under the Division to whose records you have access right, leave all fields blank.
- Search: To search according to the information you provided, then choose the student for whom you would like to update his/her Supervisor(s)/Co-supervisor(s) for Study Plan and Progress Report.



- *"Effective Date"*: Input an effective date for the update.
- *"ID"*: Input Supervisor's Staff ID number for the student. The system will retrieve the name of the Supervisor automatically.
- *"Role"*: Choose the role from the drop-down menu.
- *"Study Plan/Progress Report In-charge"*: Check the box for the one who will discharge the role.
- "+ −": Click + to add a row and − to delete a record.
- SAVE: To confirm the update.

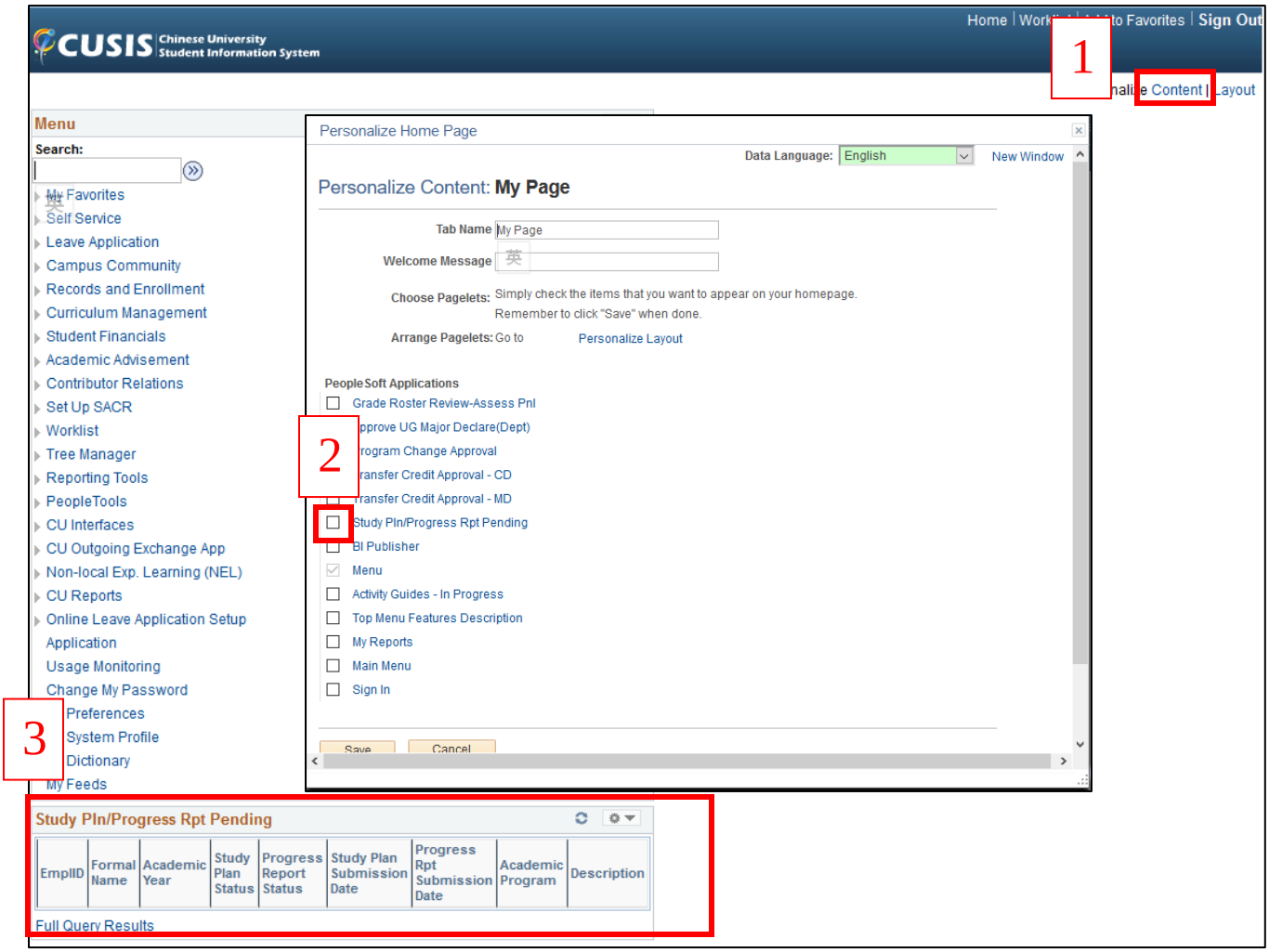
F. Pagelet Setup

Path: *CUSIS > Home > Personalize > Content*

To view the Study Plan and Progress Report(s) pending your checking, you may set the Pagelet on the front page of CUSIS.

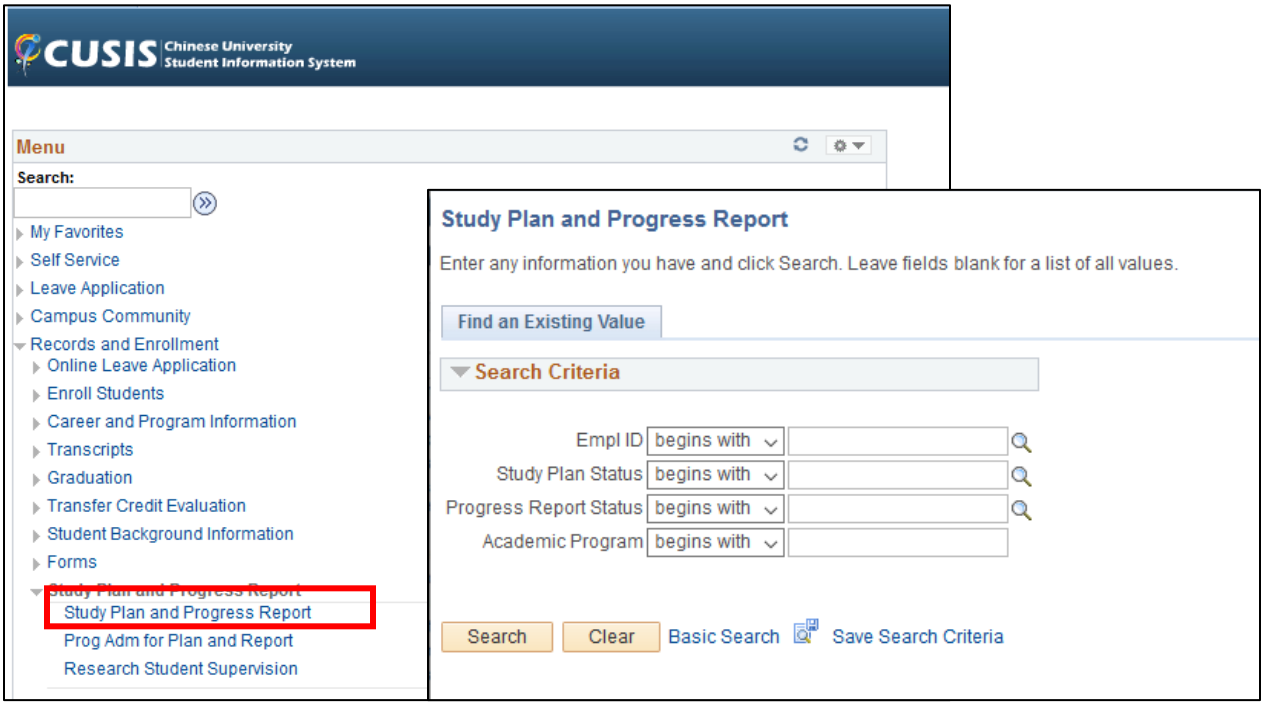
- Go to the path: *CUSIS > Home > Personalize > Content*
- Check the box under "*PeopleSoft Applications*" > "Study Pln/Progress Rpt Pending"

- Setup completed. You may find a list of Study Plan and Progress Report pending your checking, if any, when you login CUSIS.



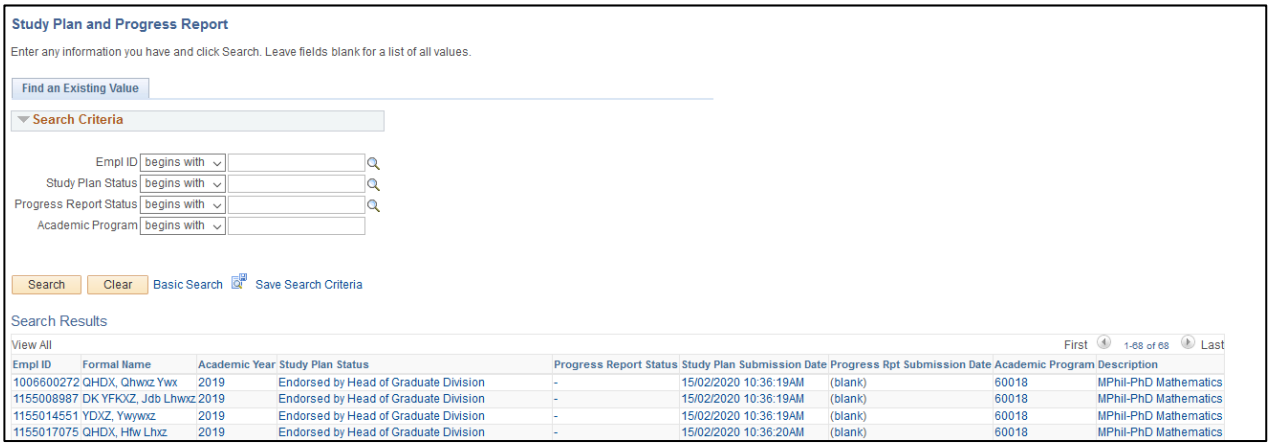
G. Retrieval of Progress Report

Path: *MyCUHK > CUSIS > CUSIS Administrative Services > Records and Enrollment > Study Plan & Progress Report > Study Plan and Progress Report*



- *"EmplID"*: Input student ID number to retrieve a specific Study Plan or click the magnifier icon to choose (to show all students, leave this field blank).
- *"Study Plan Status"*: Click the magnifier icon to choose Study Plan with a specific study plan status.
- *"Progress Report Status"*: Click the magnifier icon to choose Progress Report with a specific progress report status.
- *"Academic Program"*: Input programme code.

Only submitted Progress Report will be retrieved. To view a Progress Report, click on the record under "Search Results":

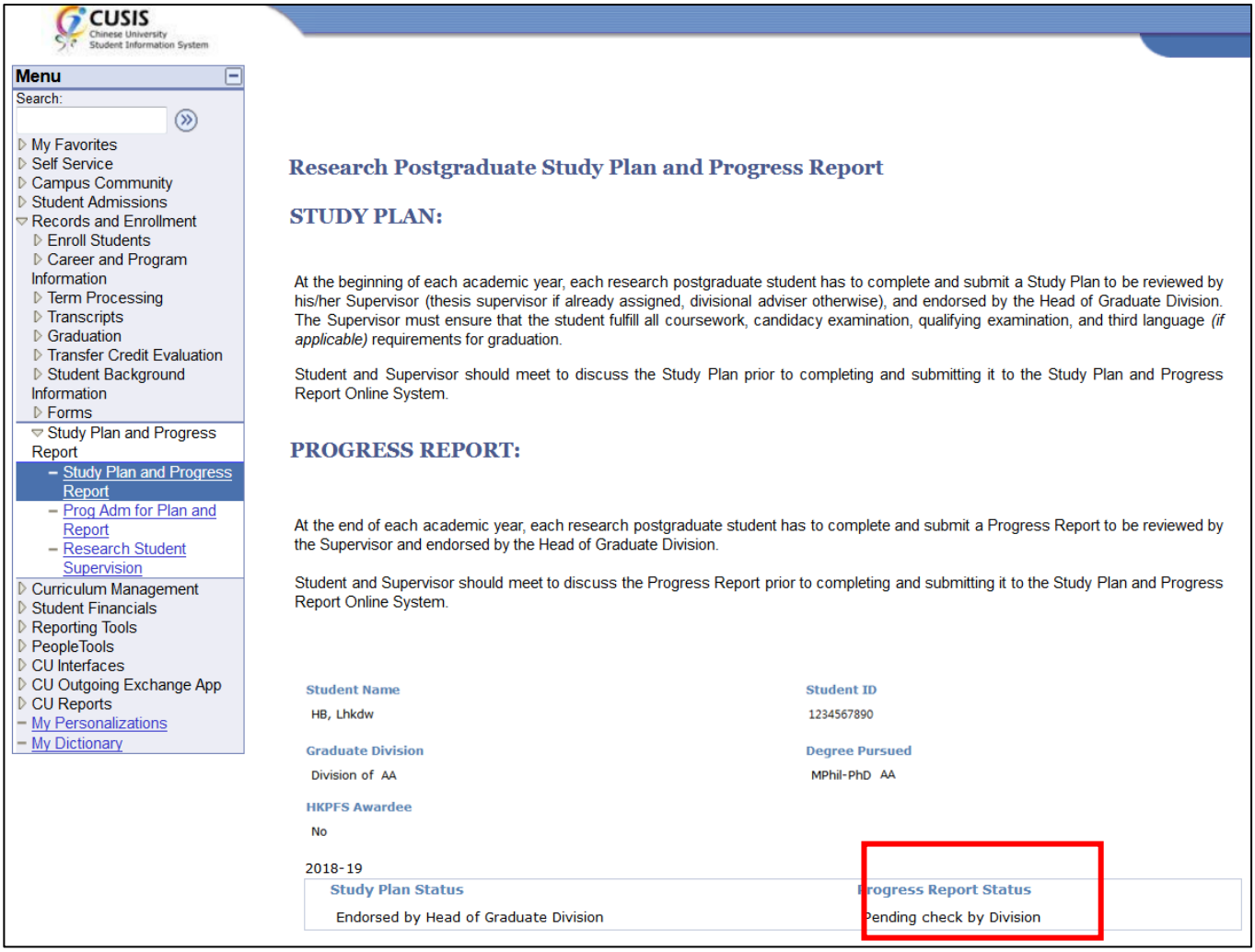


For the Progress Report pending your checking, Progress Report Status will be “Pending check by Division”.

Search Results

View All — First 1-3 of 3 Last

EmplID	Formal Name	Academic Year	Study Plan Status	Progress Report Status	Study Plan Submission Date	Progress Rpt Submission Date	Academic Program	Description
1000000001	AA,Bbb	2018	Returned by Supervisor	-	02/01/2019 4:35:51PM	(blank)	60099	Mphil-PhD AA
1234567890	HB,Lhkdw	2018	Endorsed by Head of Graduate Division	Pending check by Division	07/01/2019 10:01:11AM	15/07/2019 10:00:00AM	60099	Mphil-PhD AA
1111111111	BB,Ccc	2018	Pending endorsement by Head of Graduate Division	-	10/12/2018 12:54:18PM	(blank)	60099	Mphil-PhD AA



CUSIS Chinese University Student Information System

Menu

Search:

- My Favorites
- Self Service
- Campus Community
- Student Admissions
- Records and Enrollment
  - Enroll Students
  - Career and Program Information
  - Term Processing
  - Transcripts
  - Graduation
  - Transfer Credit Evaluation
  - Student Background Information
  - Forms
  - Study Plan and Progress Report
    - Study Plan and Progress Report
    - Prog Adm for Plan and Report
    - Research Student Supervision
- Curriculum Management
- Student Financials
- Reporting Tools
- PeopleTools
- CU Interfaces
- CU Outgoing Exchange App
- CU Reports
- My Personalizations
- My Dictionary

Research Postgraduate Study Plan and Progress Report

STUDY PLAN:

At the beginning of each academic year, each research postgraduate student has to complete and submit a Study Plan to be reviewed by his/her Supervisor (thesis supervisor if already assigned, divisional adviser otherwise), and endorsed by the Head of Graduate Division. The Supervisor must ensure that the student fulfill all coursework, candidacy examination, qualifying examination, and third language *(if applicable)* requirements for graduation.

Student and Supervisor should meet to discuss the Study Plan prior to completing and submitting it to the Study Plan and Progress Report Online System.

PROGRESS REPORT:

At the end of each academic year, each research postgraduate student has to complete and submit a Progress Report to be reviewed by the Supervisor and endorsed by the Head of Graduate Division.

Student and Supervisor should meet to discuss the Progress Report prior to completing and submitting it to the Study Plan and Progress Report Online System.

Student Name
HB, Lhkdw

Student ID
1234567890

Graduate Division
Division of AA

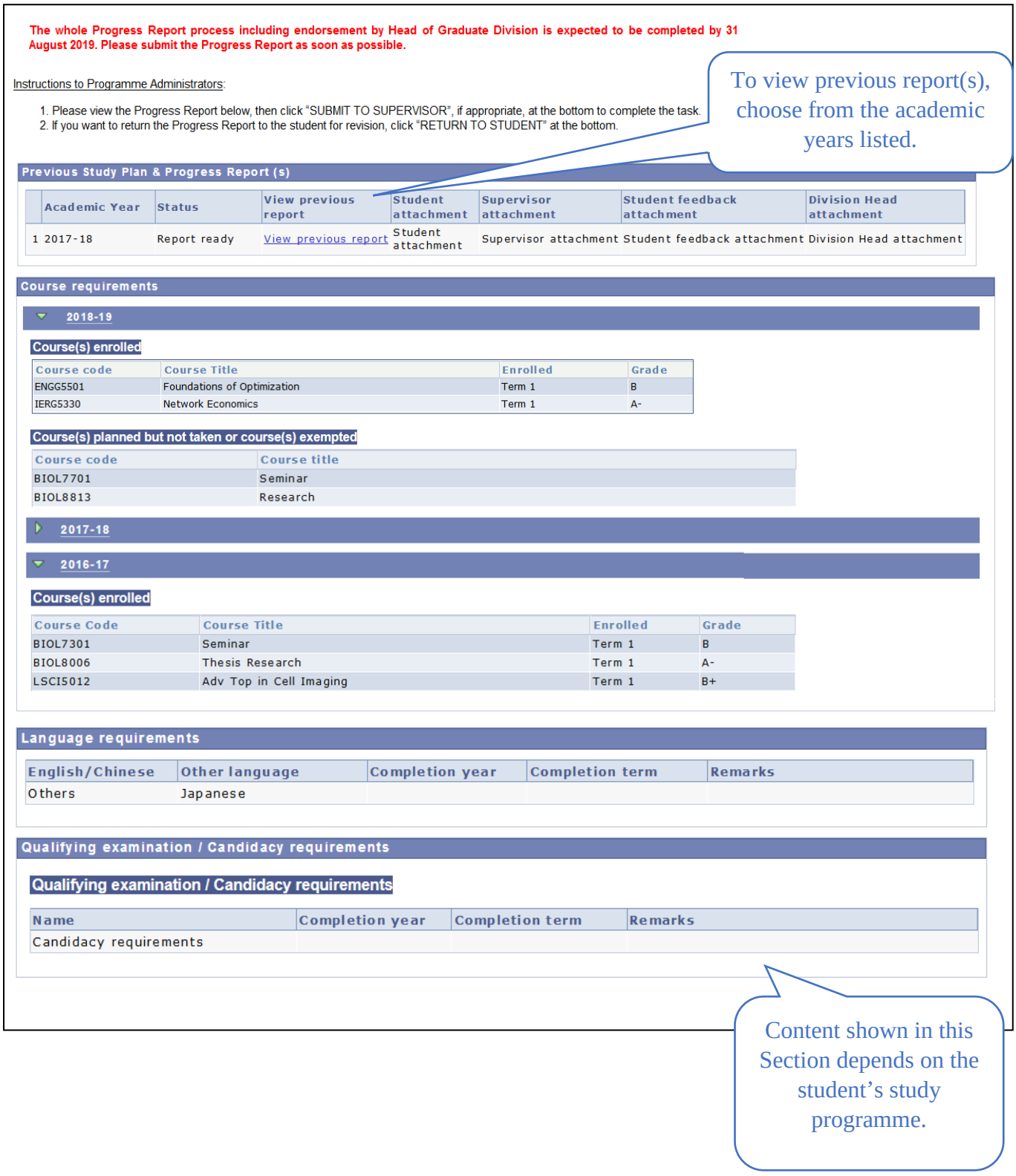
Degree Pursued
MPhil-PhD AA

HKPFS Awardee
No

2018-19

Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	Pending check by Division

To complete the task, click SUBMIT TO SUPERVISOR as appropriate.



The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

Instructions to Programme Administrators:

1. Please view the Progress Report below, then click "SUBMIT TO SUPERVISOR", if appropriate, at the bottom to complete the task.
2. If you want to return the Progress Report to the student for revision, click "RETURN TO STUDENT" at the bottom.

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

	Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1	2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Content shown in this Section depends on the student's study programme.

Improving Postgraduate Learning (IPL)

Content shown in this Section depends on the student's study programme.

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

Discover research information

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks

Writing and presentation skills

Thesis writing

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

Presentation skills

Course title	Completion year	Completion term	Remarks

Teaching and learning

Course title	Completion year	Completion term	Remarks

Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

RET module

Module title	Completion year	Completion term	Remarks

Thesis/Research and other academic activities

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

Research supervision

Supervisor / Co-supervisor

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

Comments from student

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

- ○ **I have no comments.**
- ◉ **I would like to make the following comments (max. 500 words):**

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	View

Comments from Supervisor

I. Confirmation:

I have read this Progress Report and

- ○ **return this Progress Report to the student for revision.**
- ○ **provide my below comments on the student's study progress for viewing by the student.**

Student's feedback to Supervisor's comments

I have read the Supervisor's comments on my Progress Report and

- ○ **I have no further comments.**
- ○ **would like to make the following comments (max. 500 words):**

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		Add	View

Endorsement by Head of Graduate Division

I. Confirmation:

I have read this Progress Report and

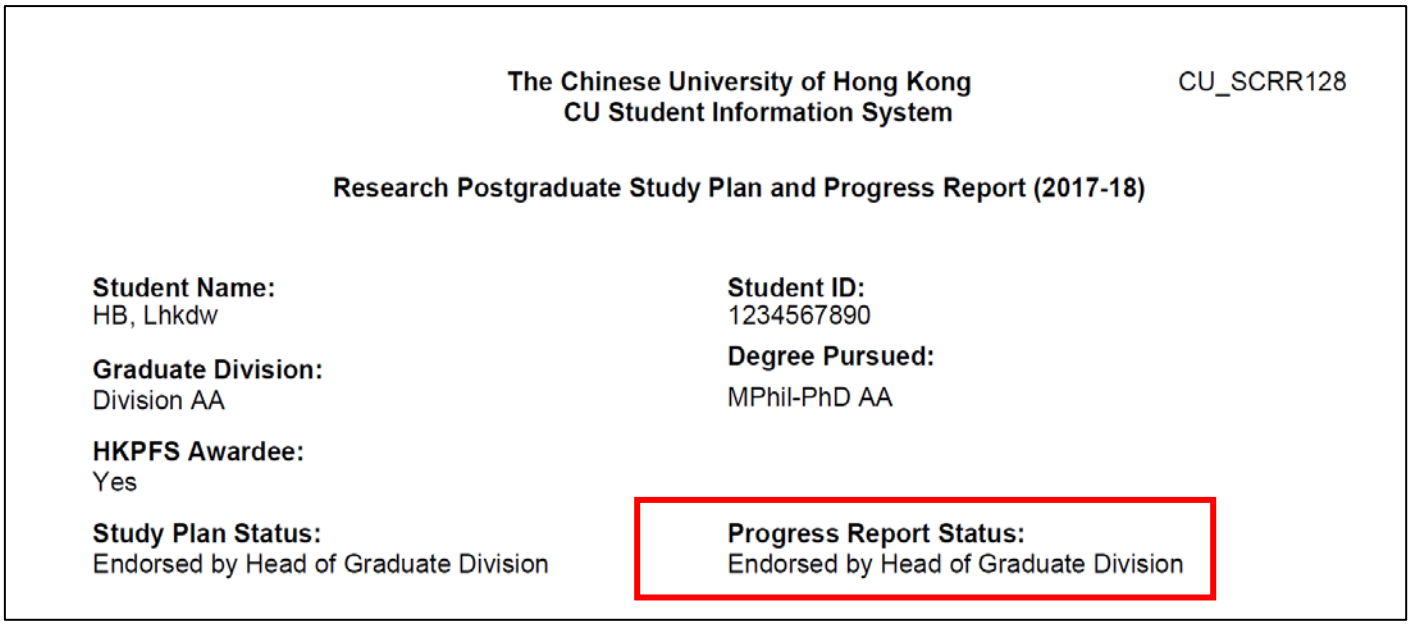
- ○ **return it to the Supervisor for clarification and re-submission.**
- ○ **endorse it.**

PRINT | RETURN TO STUDENT | SUBMIT TO SUPERVISOR

Return to Search

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

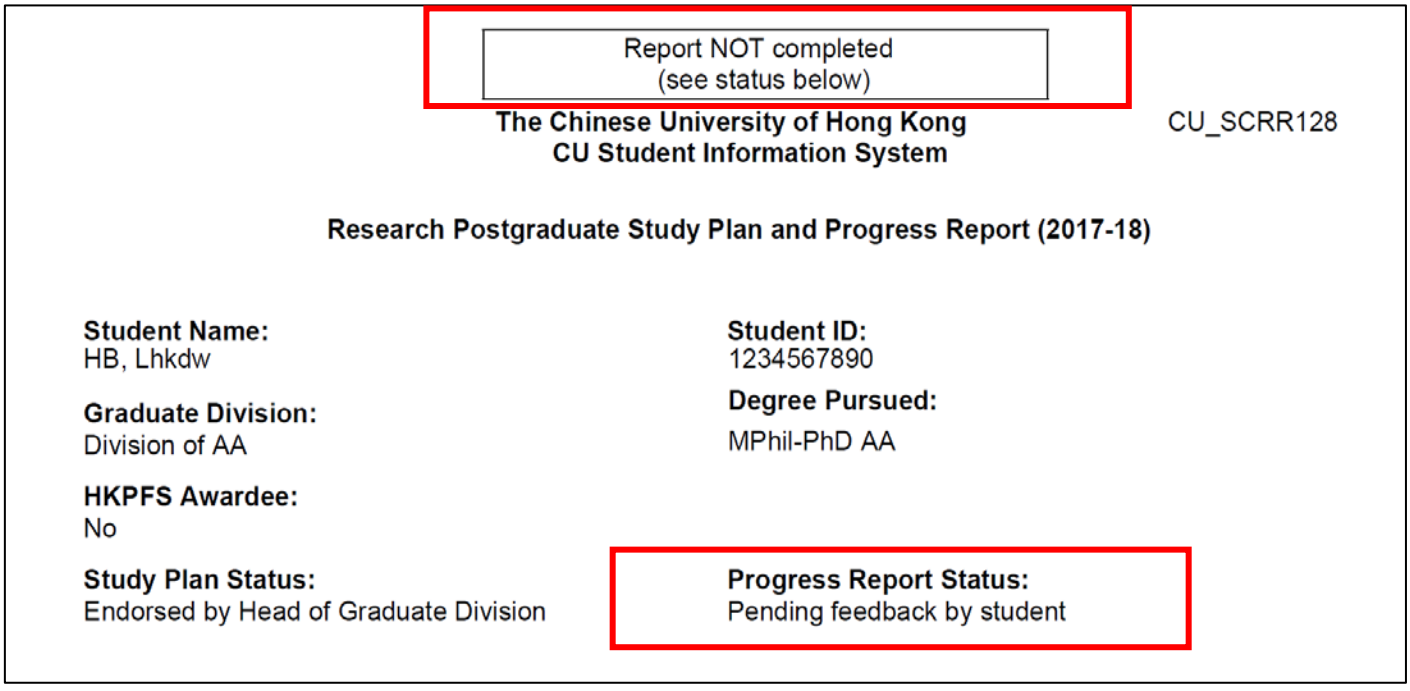
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

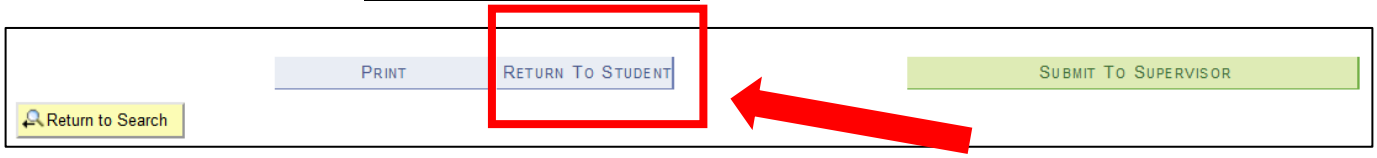
HKPFS Awardee:
No

Study Plan Status:
Endorsed by Head of Graduate Division

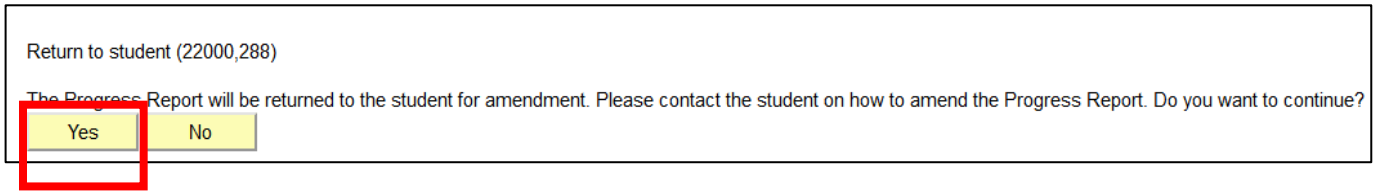
Progress Report Status:
Pending feedback by student

H. Return of Progress Report to Student (where applicable)

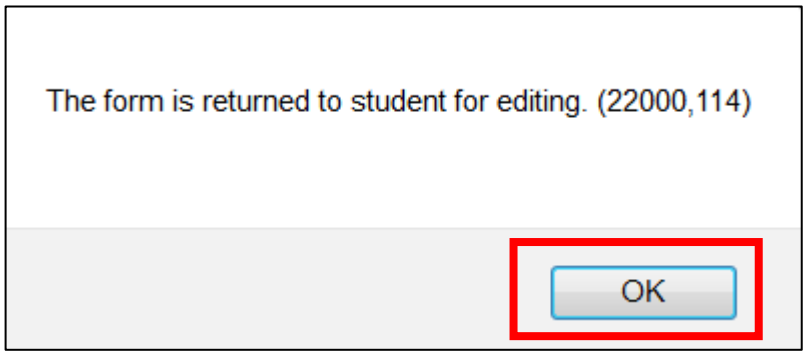
After checking the Progress Report, Programme Administrator may return the Progress Report to the student for revision, choose RETURN TO STUDENT.



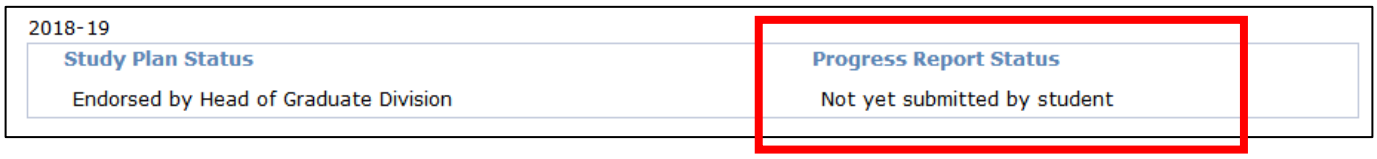
A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful return.

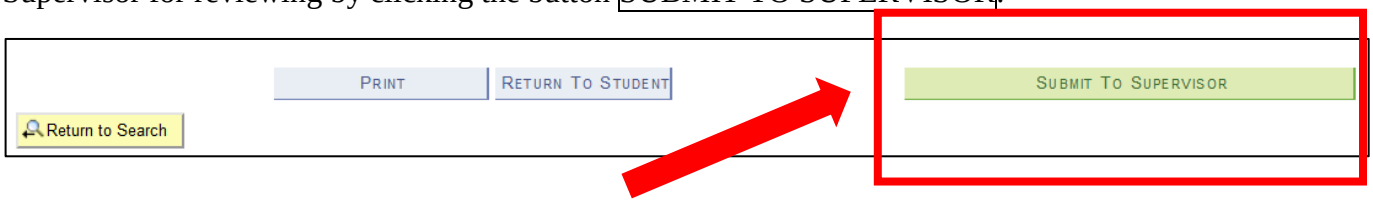


The Progress Report Status will be updated.

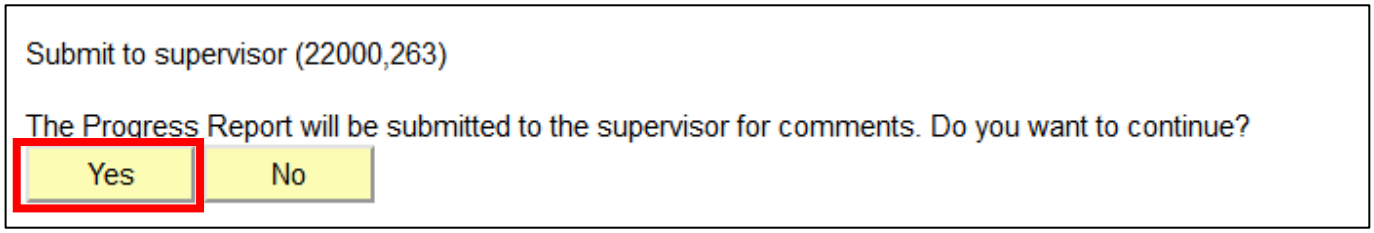


I. Submission of Progress Report to Supervisor

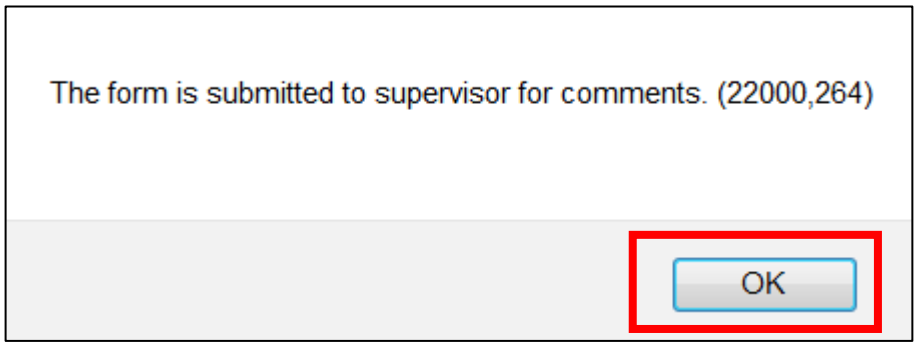
After checking the Progress Report, Programme Administrator may submit the Progress Report to the Supervisor for reviewing by clicking the button SUBMIT TO SUPERVISOR.



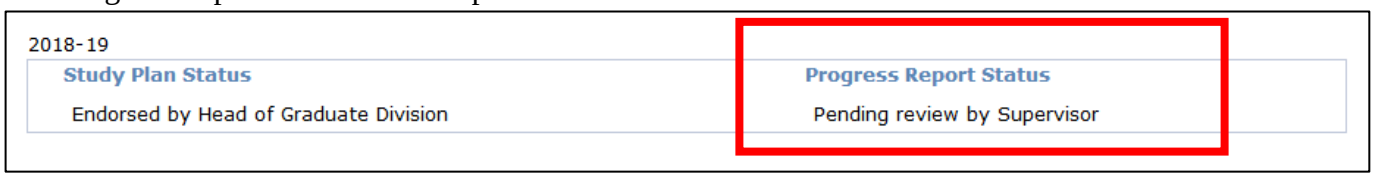
A confirmation dialog will then be shown.



Upon clicking Yes, the below message will be displayed for successful submission.



The Progress Report Status will be updated.

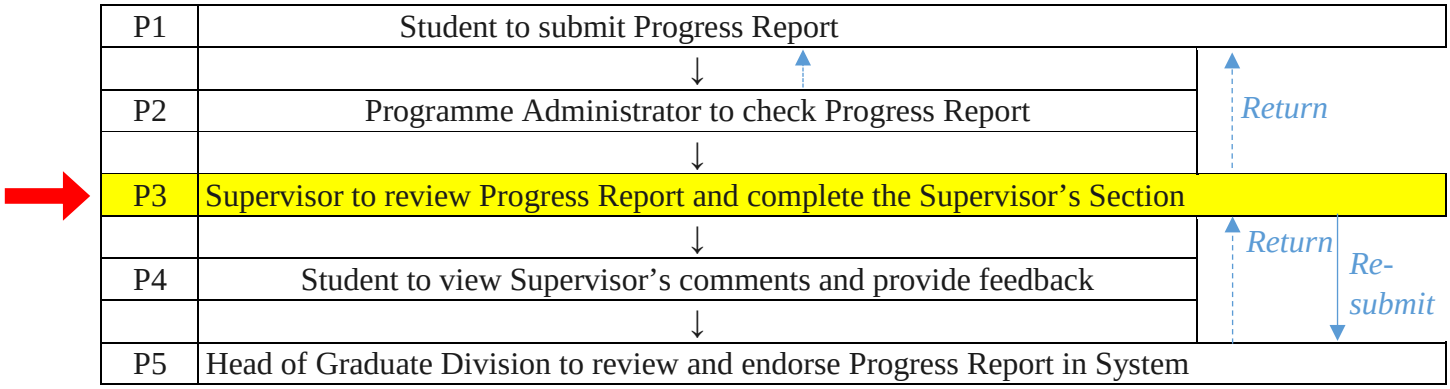


Step P2 in the workflow is completed.

A notification email to the Supervisor will be sent.

VII. Supervisor

A. Workflow for Submission

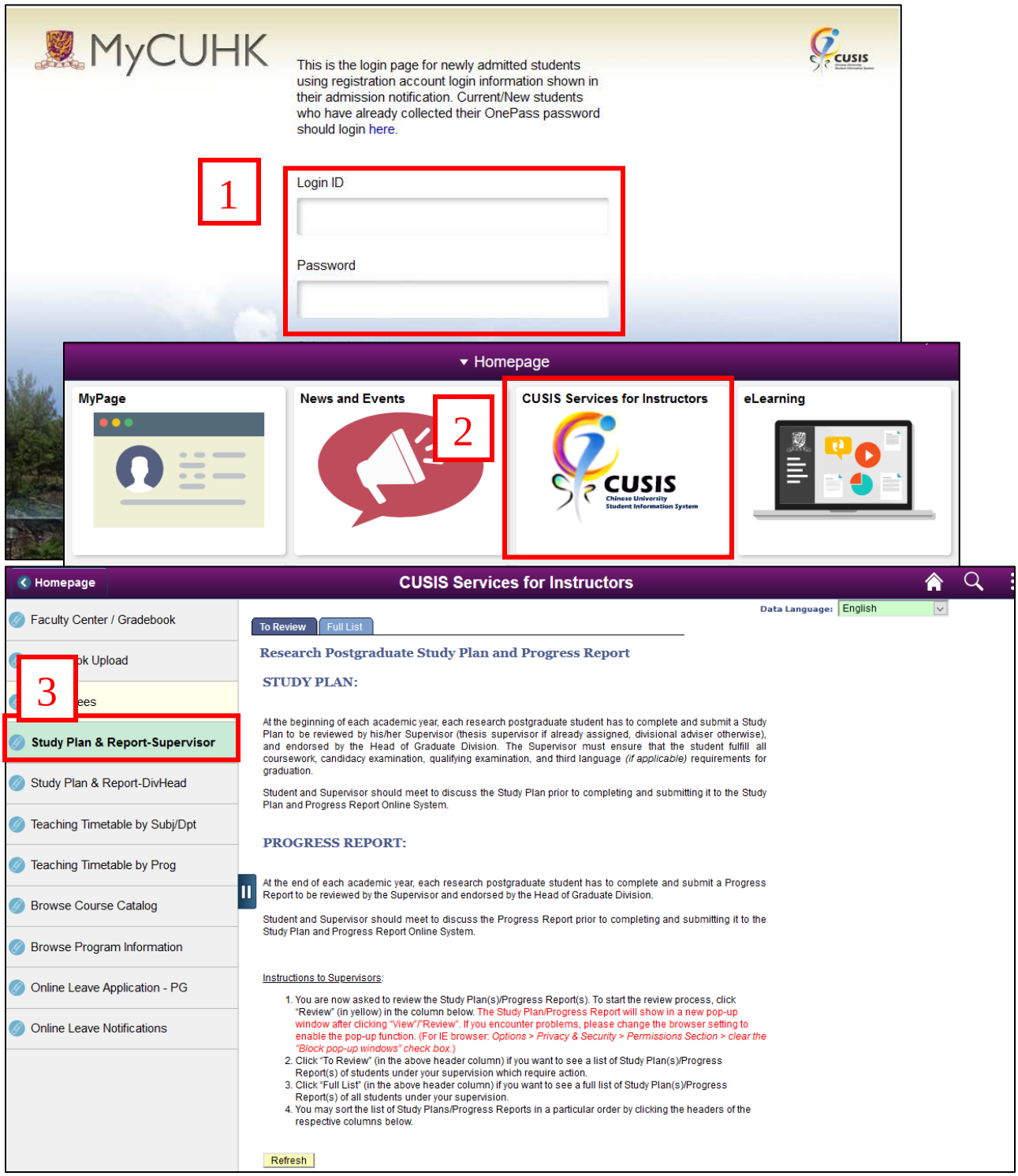


B. Pre-condition

Programme Administrator has submitted the Progress Report for the academic year concerned, i.e., step P2 is completed.

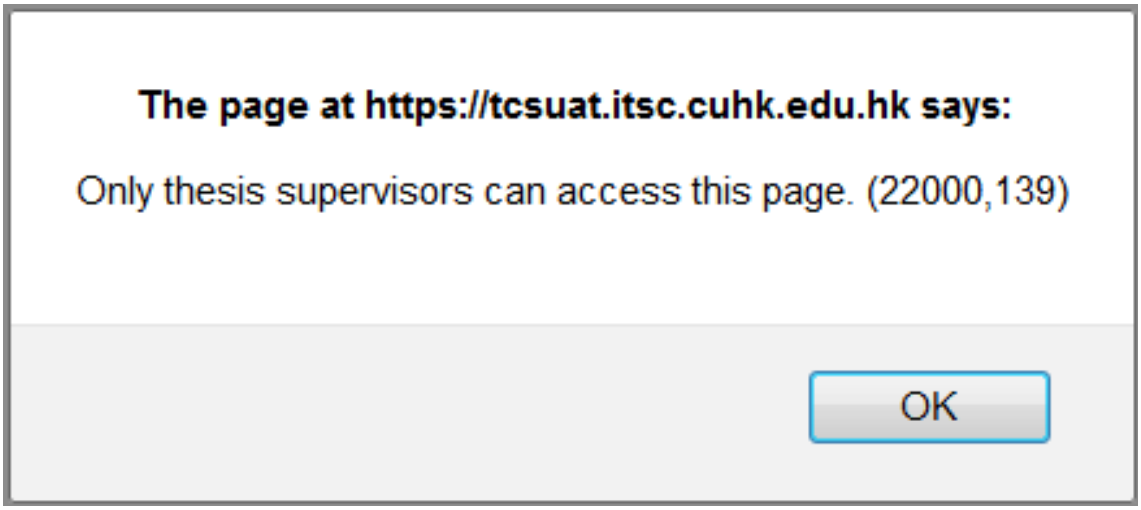
C. Login

Path: *MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-Supervisor*



- Login MyCUHK with Staff ID and OnePass (CWEM) password.

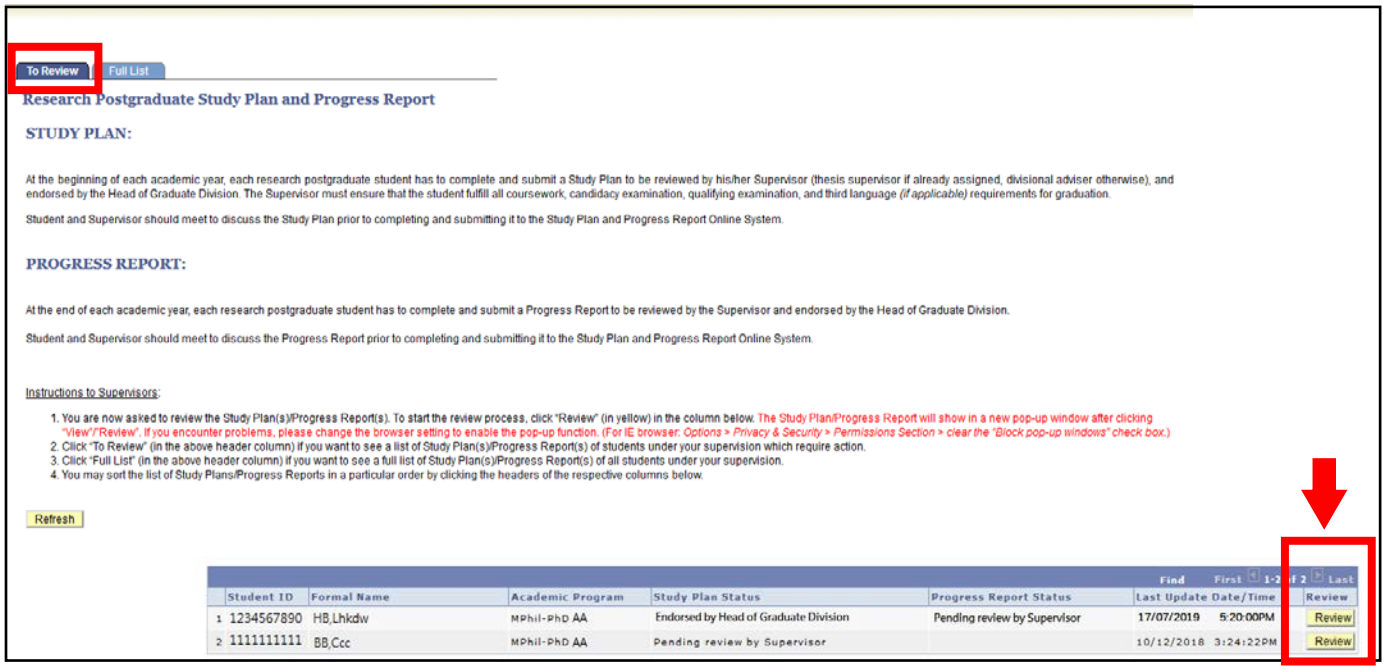
If you have not been assigned the role of Supervisor or Co-supervisor for Study Plan and Progress Report, the below message will be displayed. Please contact your Division staff for update where applicable.



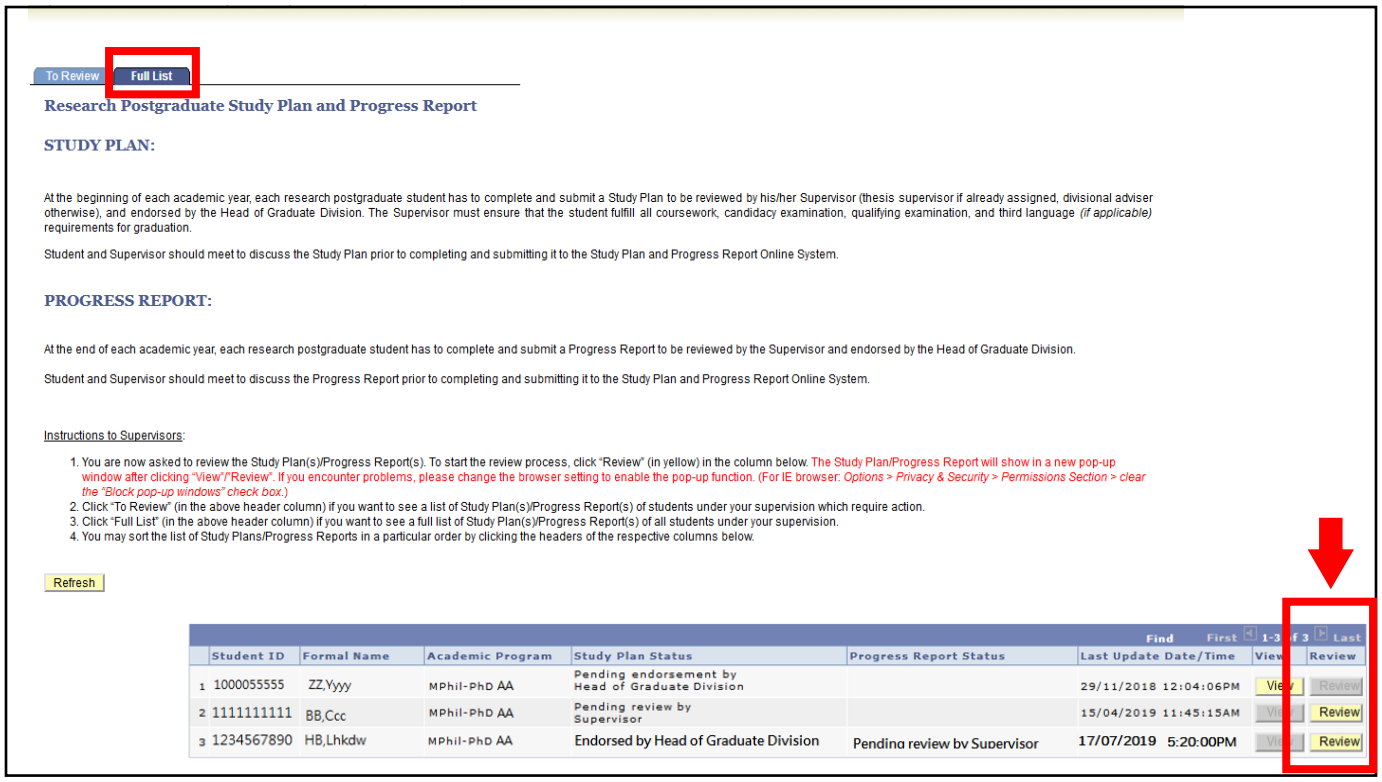
D. Submission and Review Process

Supervisors can view the Progress Report submitted by the students by clicking "*Review*".

"*To Review*" Tab: A list of Study Plan/Progress Report of the students under your supervision requiring action.



"*Full List*" Tab: A full list of Study Plan/Progress Report of all students under your supervision.



A new browser will pop up for reviewing the Progress Report.

Research Postgraduate Study Plan and Progress Report

Student Name	Student ID
HB, Lhkdw	1234567890
Graduate Division	**Degree Pursued**
Division of AA	MPhil-PhD AA
HKPFS Awardee	
No	

2018-19

Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	Pending review by Supervisor

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

Instructions to Supervisors:

1. Please review the Progress Report below, then complete the "Comments from Supervisor" section at the bottom, then click "Submit" to complete the task.
2. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" then "CLOSE THIS WINDOW" at the bottom.

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

	Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1	2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Content shown in this Section depends on the student's study programme.

Improving Postgraduate Learning (IPL)

Content shown in this Section depends on the student's study programme.

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

Discover research information

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks

Writing and presentation skills

Thesis writing

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

Presentation skills

Course title	Completion year	Completion term	Remarks

Teaching and learning

Course title	Completion year	Completion term	Remarks

Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

RET module

Module title	Completion year	Completion term	Remarks

Thesis/Research and other academic activities

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

Research supervision

Supervisor / Co-supervisor

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

Comments from student

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

○ **I have no comments.**

◉ **I would like to make the following comments (max. 500 words):**

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	View

Comments from Supervisor

I. Confirmation:

I have read this Progress Report and

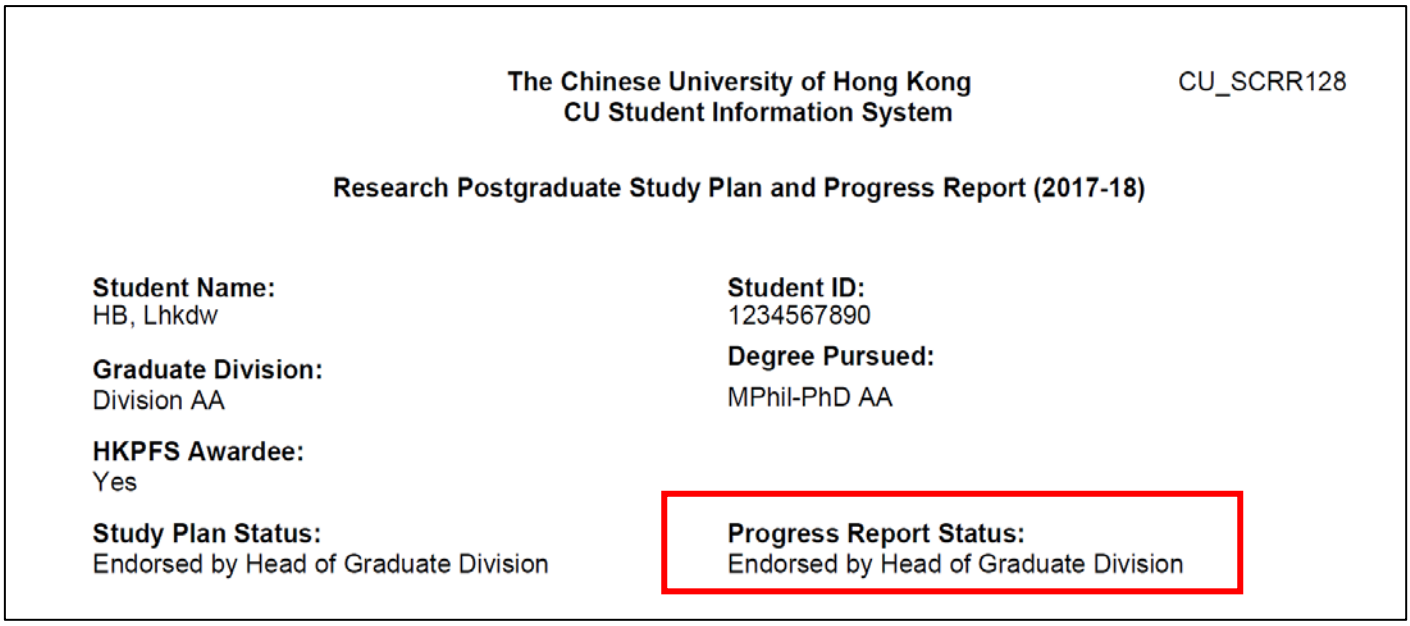
○ **return this Progress Report to the student for revision.**

○ **provide my below comments on the student's study progress for viewing by the student.**

CLOSE THIS WINDOW | SAVE | PRINT | SUBMIT

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

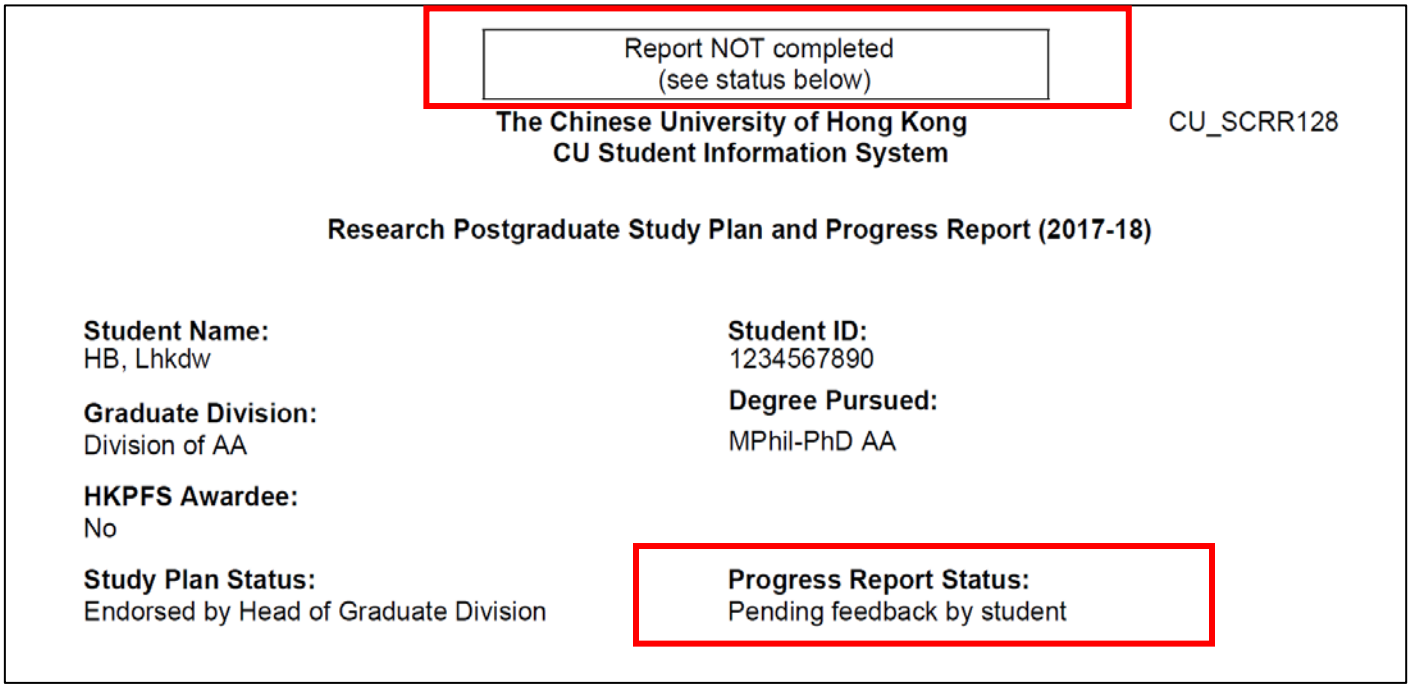
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
No

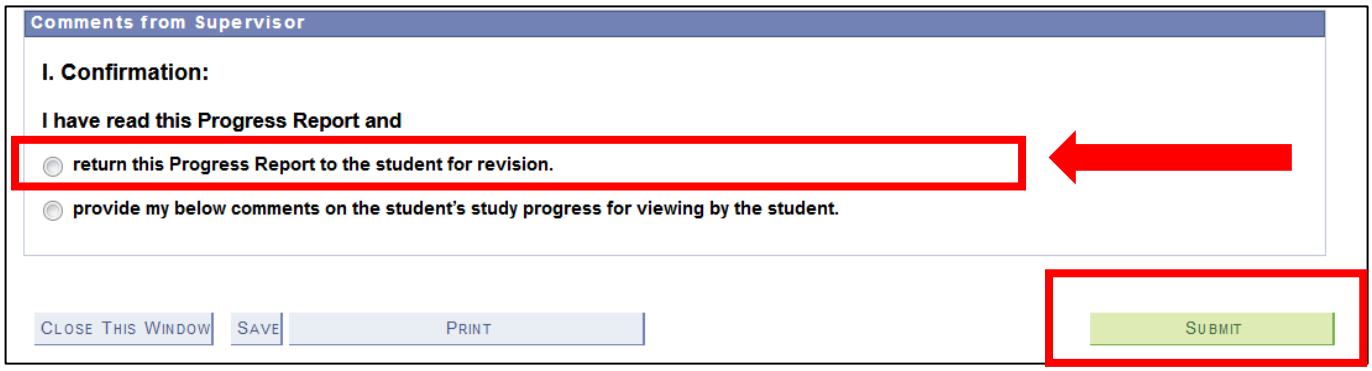
Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Pending feedback by student

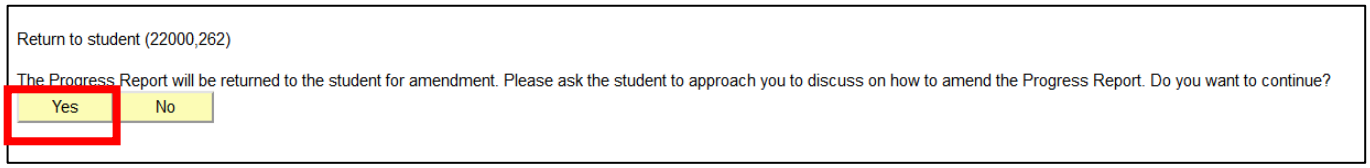
E. Return of Progress Report to Student (where applicable)

After reviewing the Progress Report, Supervisor may return the Progress Report to the student for revision. Choose "*return this Progress Report to the student for revision.*", then SUBMIT, in which case a notification email to the student will be sent.

Student should consult the Supervisor and then access the system to amend, if necessary, and re-submit the Progress Report.

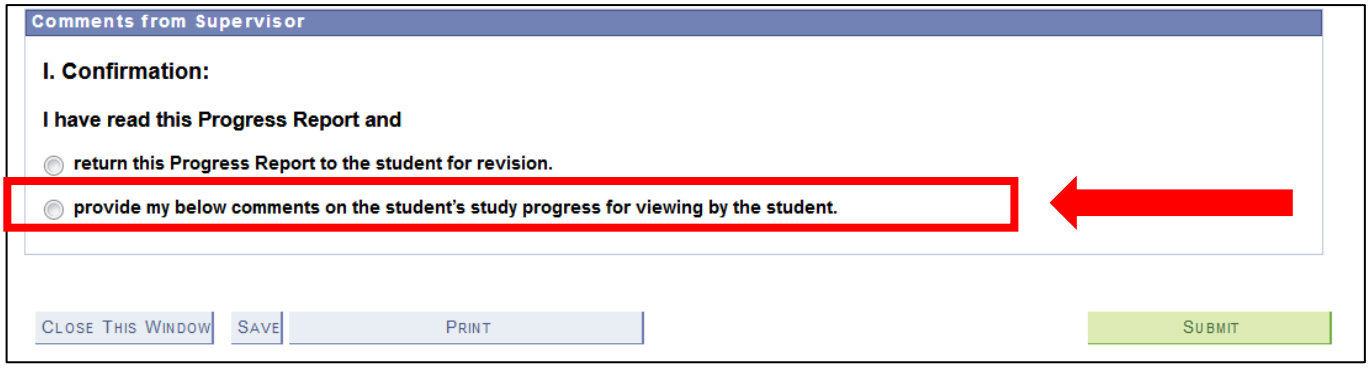


A confirmation dialog will then be shown.

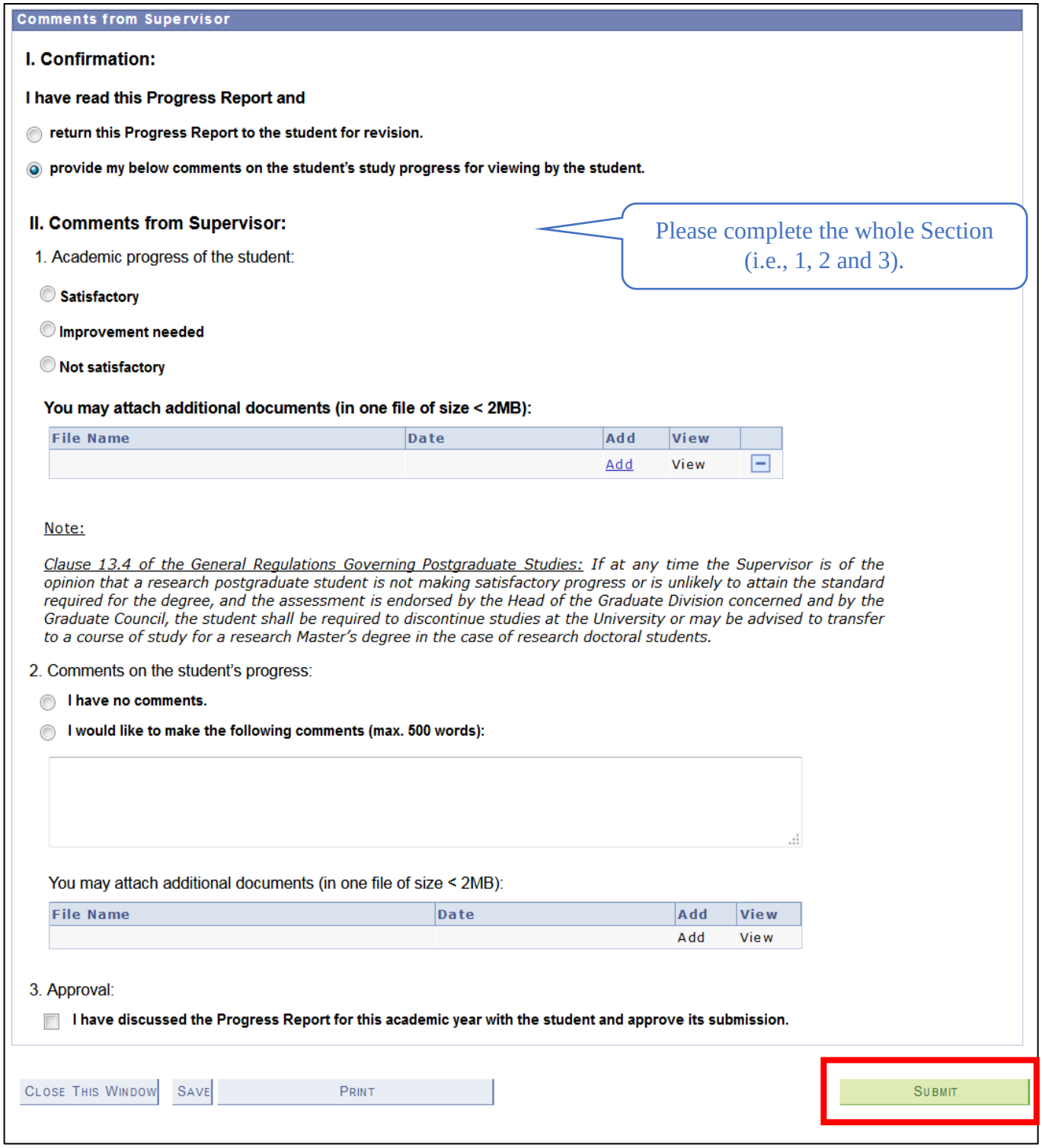


F. Providing comments on the Progress Report

After reviewing the Progress Report, Supervisor may provide comments to the student. Choose "*provide my below comments on the student's study progress for viewing by the student.*"

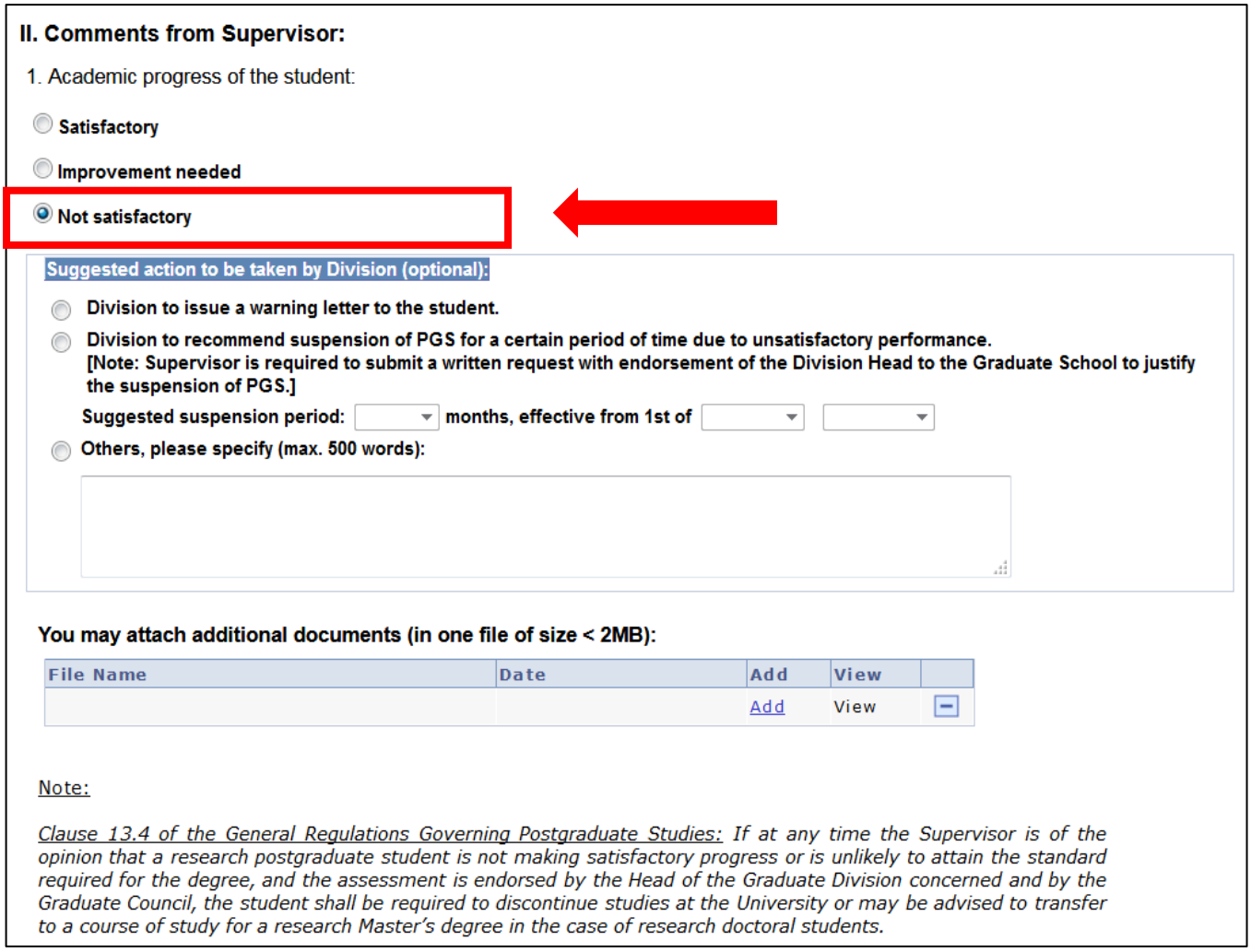


"II. Comments from Supervisor:" will be expanded for Supervisor to input comments, then click SUBMIT to complete the task.


Comments from Supervisor
I. Confirmation:
I have read this Progress Report and
return this Progress Report to the student for revision.
provide my below comments on the student's study progress for viewing by the student.
II. Comments from Supervisor:
Please complete the whole Section (i.e., 1, 2 and 3).
1. Academic progress of the student:
Satisfactory
Improvement needed
Not satisfactory
You may attach additional documents (in one file of size < 2MB):
File Name
Date
Add
View
Add
View
Note:
Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students.
2. Comments on the student's progress:
I have no comments.
I would like to make the following comments (max. 500 words):
You may attach additional documents (in one file of size < 2MB):
File Name
Date
Add
View
Add
View
3. Approval:
I have discussed the Progress Report for this academic year with the student and approve its submission.
CLOSE THIS WINDOW
SAVE
PRINT
SUBMIT

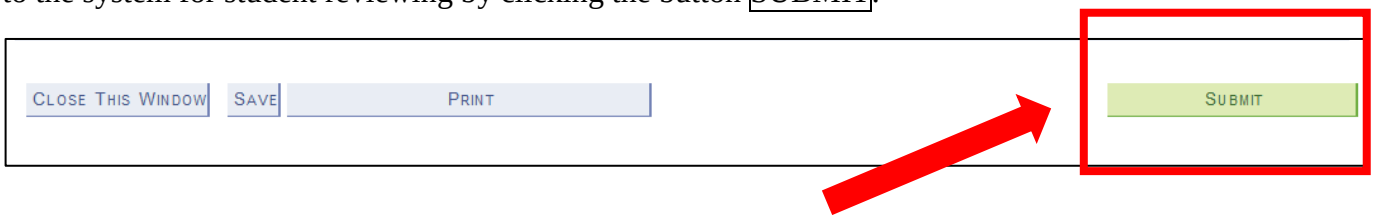
“Not satisfactory” Academic Progress has been Chosen

If *“Not satisfactory”* has been chosen under *“Academic progress of the student”*, *“Suggested action to be taken by Division (optional):”* will be expanded for Supervisor’s further completion.

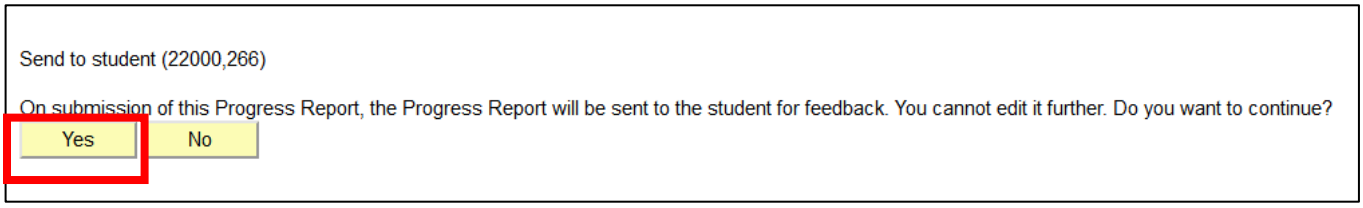


G. Submission of Progress Report to the System for Viewing by the Student

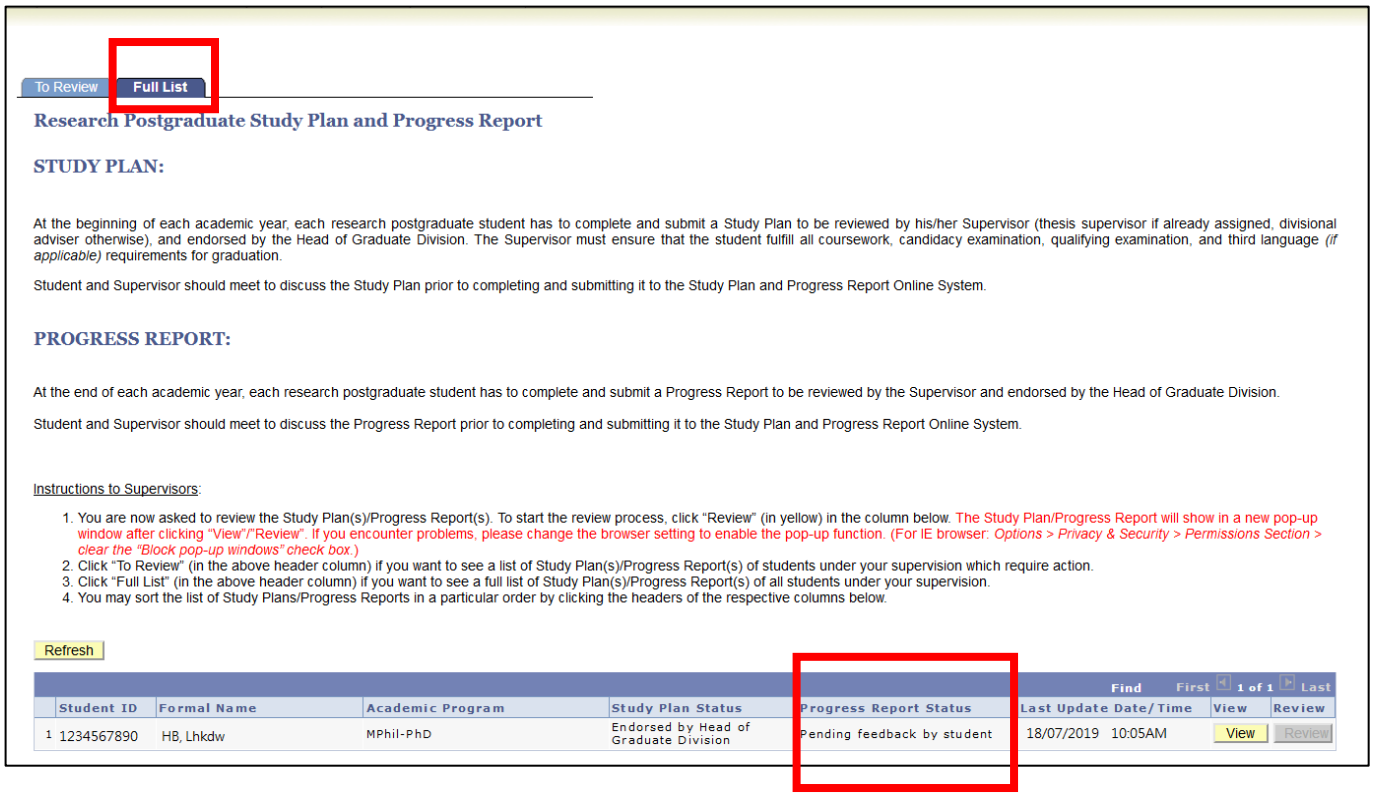
After reviewing the Progress Report and providing comments, Supervisor may submit the Progress Report to the system for student reviewing by clicking the button SUBMIT.



A confirmation dialog will then be shown.



The Progress Report Status will be updated.

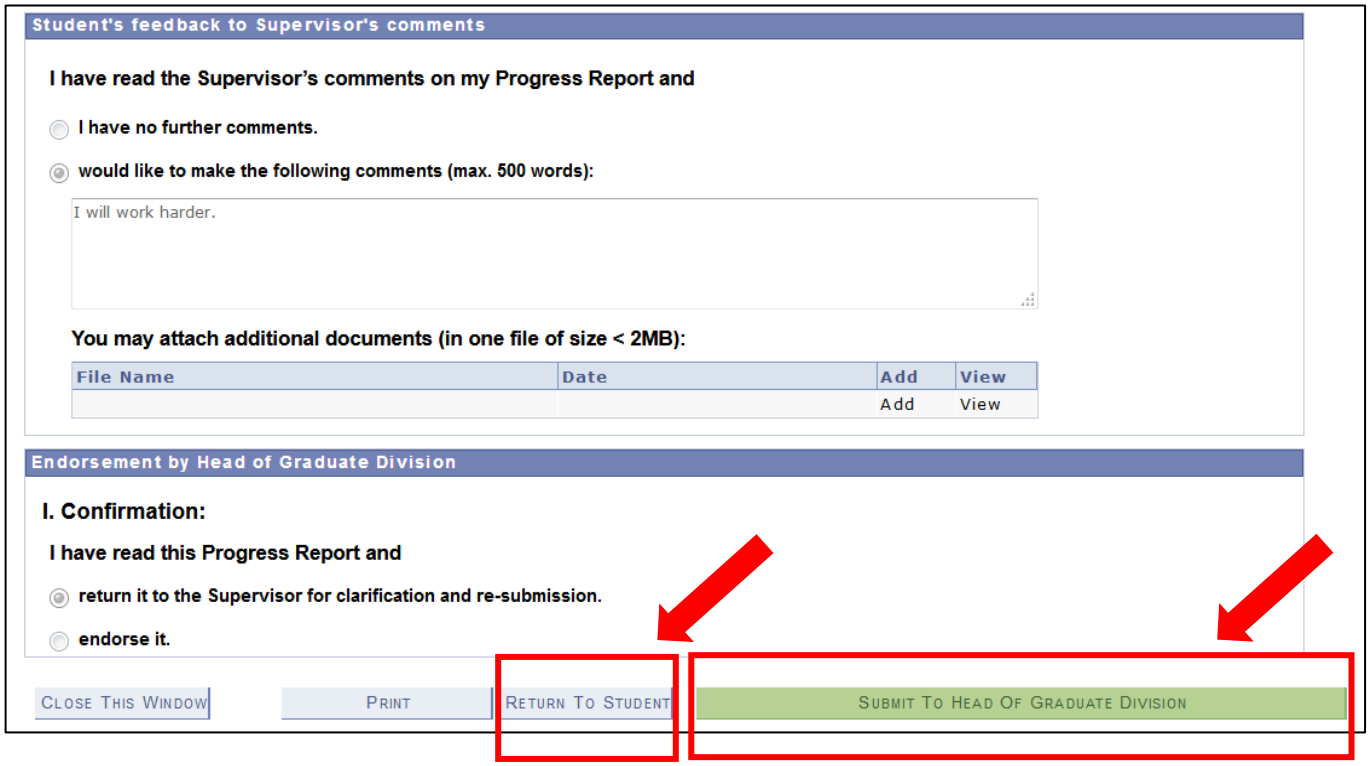


Step P3 in the workflow is completed.

A notification email to the student will be sent.

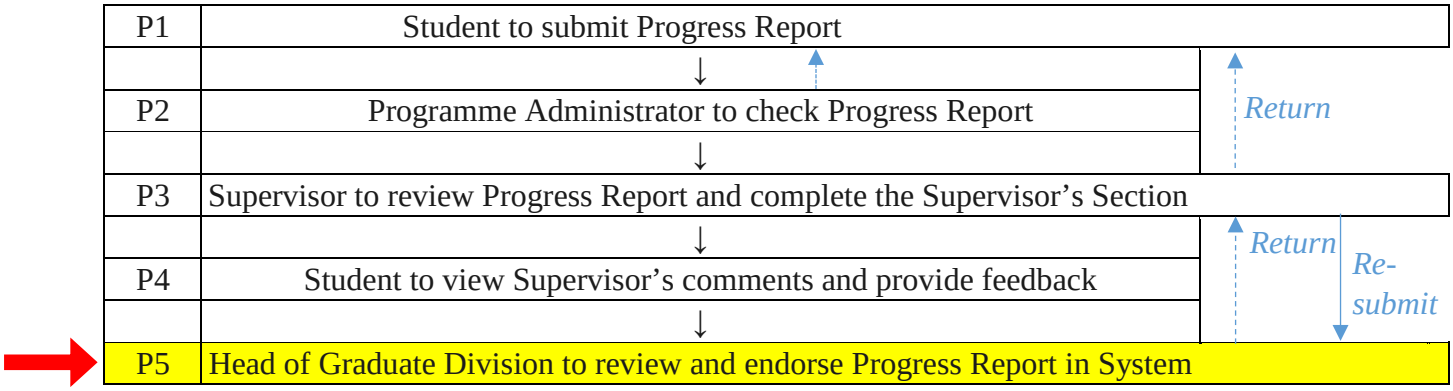
H. Return of Progress Report by Head of Graduate Division (where applicable)

If the Head of Graduate Division has returned the Progress Report (in which case a notificaiton email will be sent), the Supervisor may either re-submit to the Head of Graduate Division for endorsement after clarification or return the Progress Report to the student for further amendment (please refer to Section E), after which the Supervisor should re-submit the Progress Report to the Head of Graduate Division again for endorsement.



VIII. Head of Graduate Division

A. Workflow for Submission

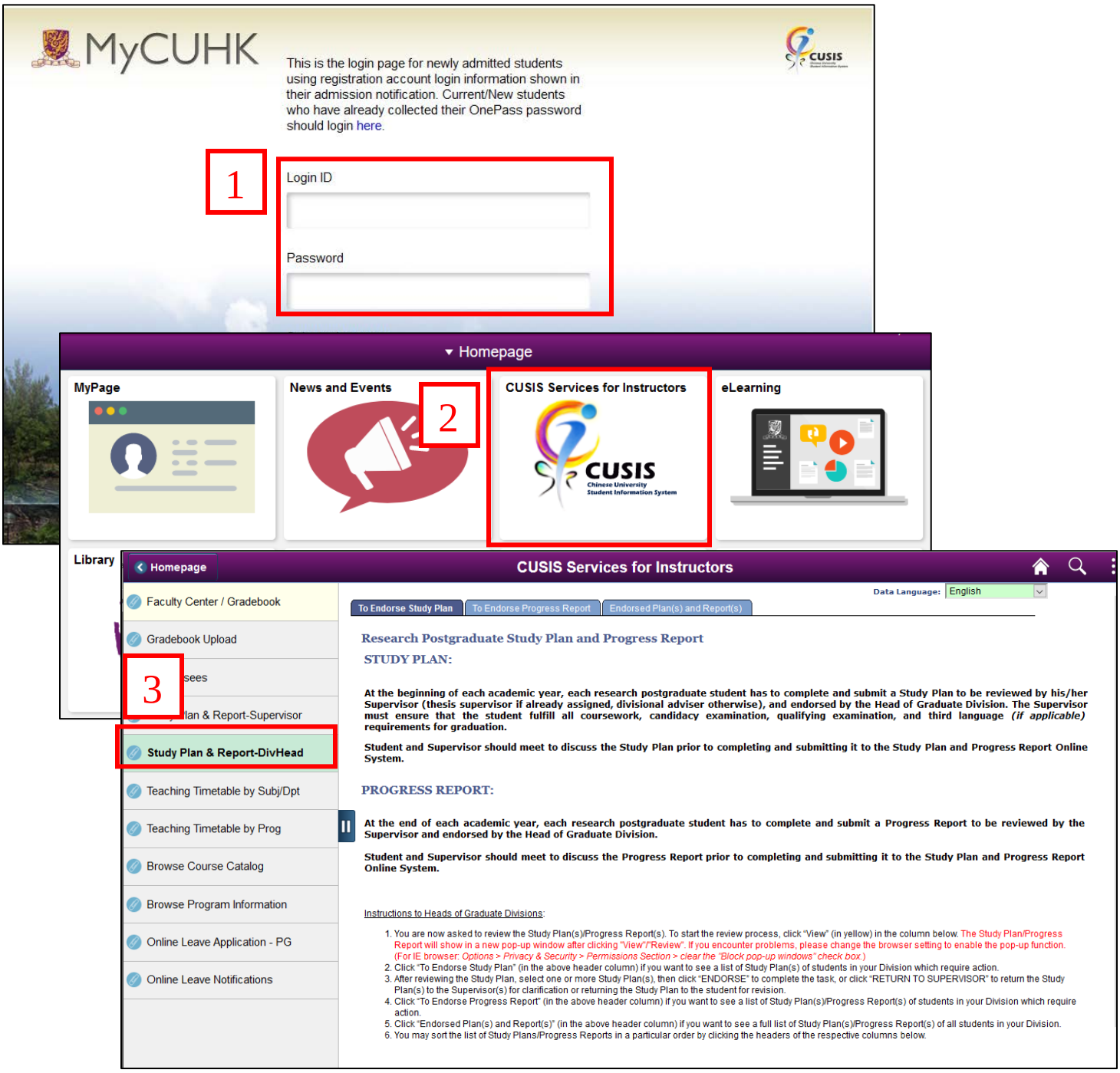


B. Pre-condition

Student has submitted the feedback on Progress Report for the academic year concerned, i.e., step P4 is completed.

C. Login

Path: *MyCUHK > CUSIS > CUSIS Services for Instructors > Study Plan & Report-DivHead*

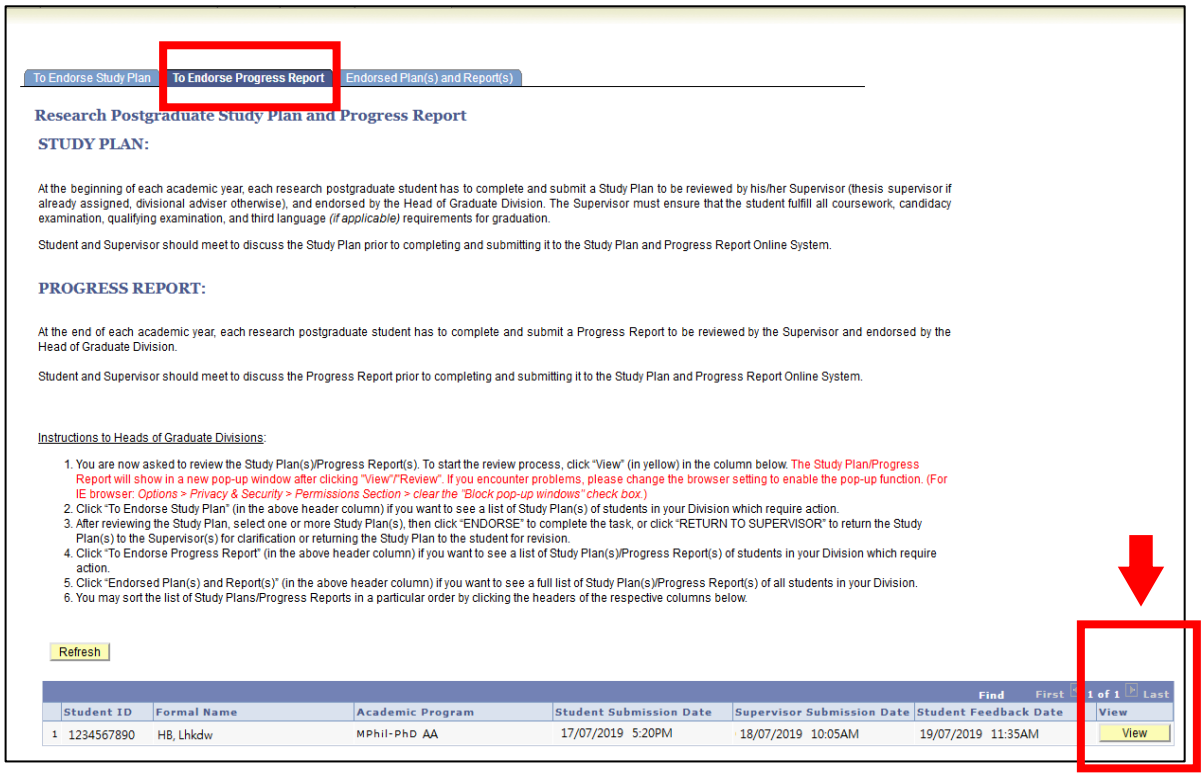


- Login MyCUHK with Staff ID and OnePass (CWEM) password.

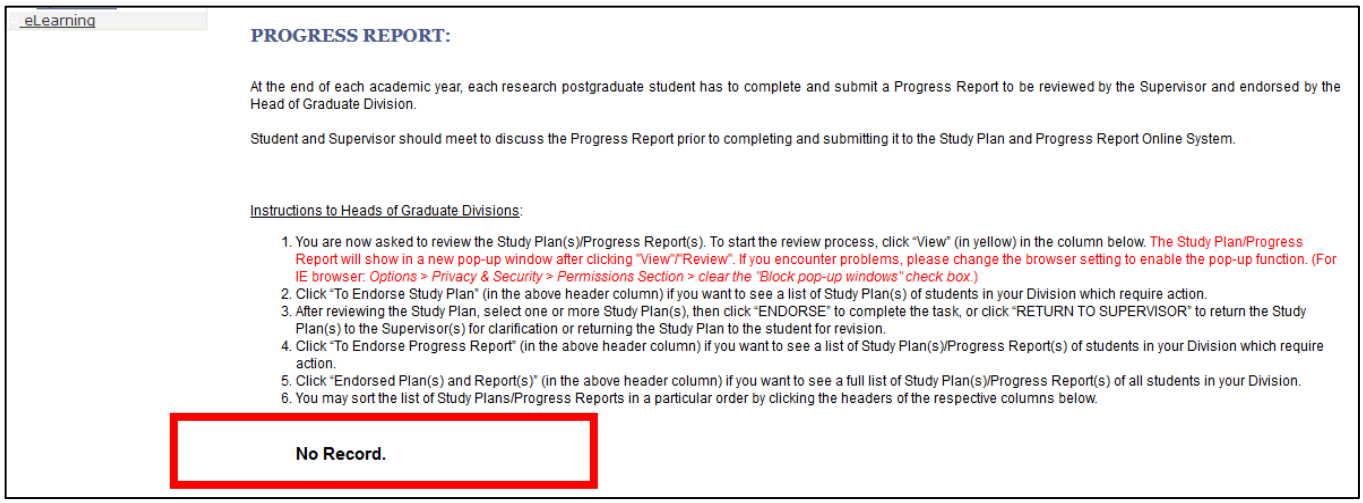
D. Submission and Review Process

Head of Graduate Division can view the Progress Report submitted by the students by clicking View.

"*To Endorse Progress Report*": A list of Progress Report of students in your Division requiring action.



If therer is no Progress Report pending your action, below screen will be shown.



A new browser will pop up for reviewing the Progress Report.

Research Postgraduate Study Plan and Progress Report

Student Name	Student ID
HB, Lhkdw	1234567890
Graduate Division	**Degree Pursued**
Division of AA	MPhil-PhD AA
HKPFS Awardee	
No	

2018-19

Study Plan Status	Progress Report Status
Endorsed by Head of Graduate Division	Pending endorsement by Head of Graduate Division

The whole Progress Report process including endorsement by Head of Graduate Division is expected to be completed by 31 August 2019. Please submit the Progress Report as soon as possible.

Instructions to Heads of Graduate Divisions:

1. Please review the Progress Report below, and complete the "Endorsement by Head of Graduate Division" section at the bottom, then click "Submit" to complete the task.
2. Please be reminded to save your input from time to time. If you want to leave the system without completing the task, click "SAVE" then "CLOSE THIS WINDOW" at the bottom.

To view previous report(s), choose from the academic years listed.

Previous Study Plan & Progress Report (s)

	Academic Year	Status	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment
1	2017-18	Report ready	View previous report	Student attachment	Supervisor attachment	Student feedback attachment	Division Head attachment

Course requirements

2018-19

Course(s) enrolled

Course code	Course Title	Enrolled	Grade
ENGG5501	Foundations of Optimization	Term 1	B
IERG5330	Network Economics	Term 1	A-

Course(s) planned but not taken or course(s) exempted

Course code	Course title
BIOL7701	Seminar
BIOL8813	Research

2017-18

2016-17

Course(s) enrolled

Course Code	Course Title	Enrolled	Grade
BIOL7301	Seminar	Term 1	B
BIOL8006	Thesis Research	Term 1	A-
LSCI5012	Adv Top in Cell Imaging	Term 1	B+

Language requirements

English/Chinese	Other language	Completion year	Completion term	Remarks
Others	Japanese			

Qualifying examination / Candidacy requirements

Qualifying examination / Candidacy requirements

Name	Completion year	Completion term	Remarks
Candidacy requirements			

Content shown in this Section depends on the student's study programme.

Improving Postgraduate Learning (IPL)

Content shown in this Section depends on the student's study programme.

Compulsory IPL course

Course title	Completion year	Completion term	Remarks
Observing Intellectual Property and Copyright Law during Research (OIP)			

Other IPL courses *(as required by the Programme/recommended by the Supervisor or as an optional choice)*

Research-related skills

Research skills

Course title	Completion year	Completion term	Remarks
Qualitative Research Methods - Ethnographic Approaches			Will be completed next year.

Discover research information

Course title	Completion year	Completion term	Remarks
Discover Research Information	2018-19	Term 1	

Computer skills

Course title	Completion year	Completion term	Remarks

Laboratory skills

Course title	Completion year	Completion term	Remarks

Writing and presentation skills

Thesis writing

Course title	Completion year	Completion term	Remarks
Introduction to Research & Thesis Writing			

Presentation skills

Course title	Completion year	Completion term	Remarks

Teaching and learning

Course title	Completion year	Completion term	Remarks

Research Ethics Training (RET)

Content shown in this Section depends on the student's study programme.

RET module

Module title	Completion year	Completion term	Remarks

Thesis/Research and other academic activities

Type of activities	Plan	From (MM/YYYY)	To (MM/YYYY)	Remarks
Conference	ABC International Conference	01/2019	02/2019	
Internship	Take intern at EFG Company	07/2018	09/2018	
Field trip	Collect data in the UK			Will do it in next academic term.

Research supervision

Supervisor / Co-supervisor

Role	Name	
Supervisor	Sup A	(Study Plan/Progress Report In-charge)
Co-Supervisor	Sup B	
Co-Supervisor	Sup C	

Comments from student

Students may add comments, if any, relating (only) to their study and the supervision relationship throughout this academic year. Students are encouraged to discuss problems and/or suggestions with their Supervisor/Co-supervisor(s), Department Chairperson, Head of Graduate Division or Faculty Dean.

- ○ **I have no comments.**
- ◉ **I would like to make the following comments (max. 500 words):**

Prof. A is a very good Supervisor. Thanks a lot.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	View
CUHK_GS_Logo.jpg	07/05/2019 4:13:13PM	View

Comments from Supervisor

I. Confirmation:

I have read this Progress Report and

- ○ **return this Progress Report to the student for revision.**
- ◉ **provide my below comments on the student's study progress for viewing by the student.**

II. Comments from Supervisor:

1. Academic progress of the student:

- ○ **Satisfactory**
- ○ **Improvement needed**
- ◉ **Not satisfactory**

Suggested action to be taken by Division (optional):

- ◉ **Division to issue a warning letter to the student.**
- ○ **Division to recommend suspension of PGS for a certain period of time due to unsatisfactory performance.**
  [Note: Supervisor is required to submit a written request with endorsement of the Division Head to the Graduate School to justify the suspension of PGS.]
  Suggested suspension period: [ ] **months, effective from 1st of** [ ] [ ]
- ○ **Others, please specify (max. 500 words):**

Note:

Clause 13.4 of the General Regulations Governing Postgraduate Studies: If at any time the Supervisor is of the opinion that a research postgraduate student is not making satisfactory progress or is unlikely to attain the standard required for the degree, and the assessment is endorsed by the Head of the Graduate Division concerned and by the Graduate Council, the student shall be required to discontinue studies at the University or may be advised to transfer to a course of study for a research Master's degree in the case of research doctoral students.

2. Comments on the student's progress:

- ○ **I have no comments.**
- ◉ **I would like to make the following comments (max. 500 words):**

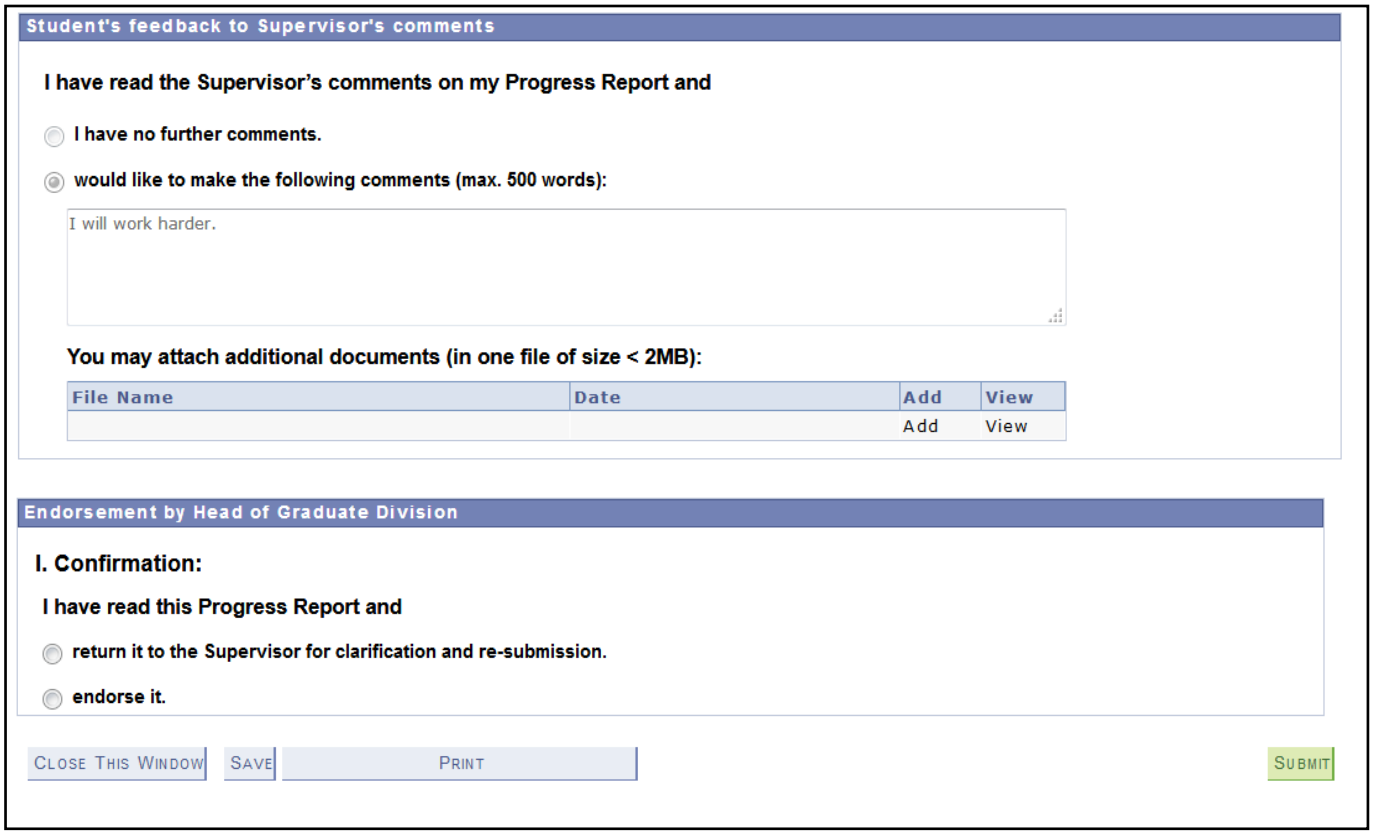
Need to work harder.

You may attach additional documents (in one file of size < 2MB):

File Name	Date	Add	View
		Add	View

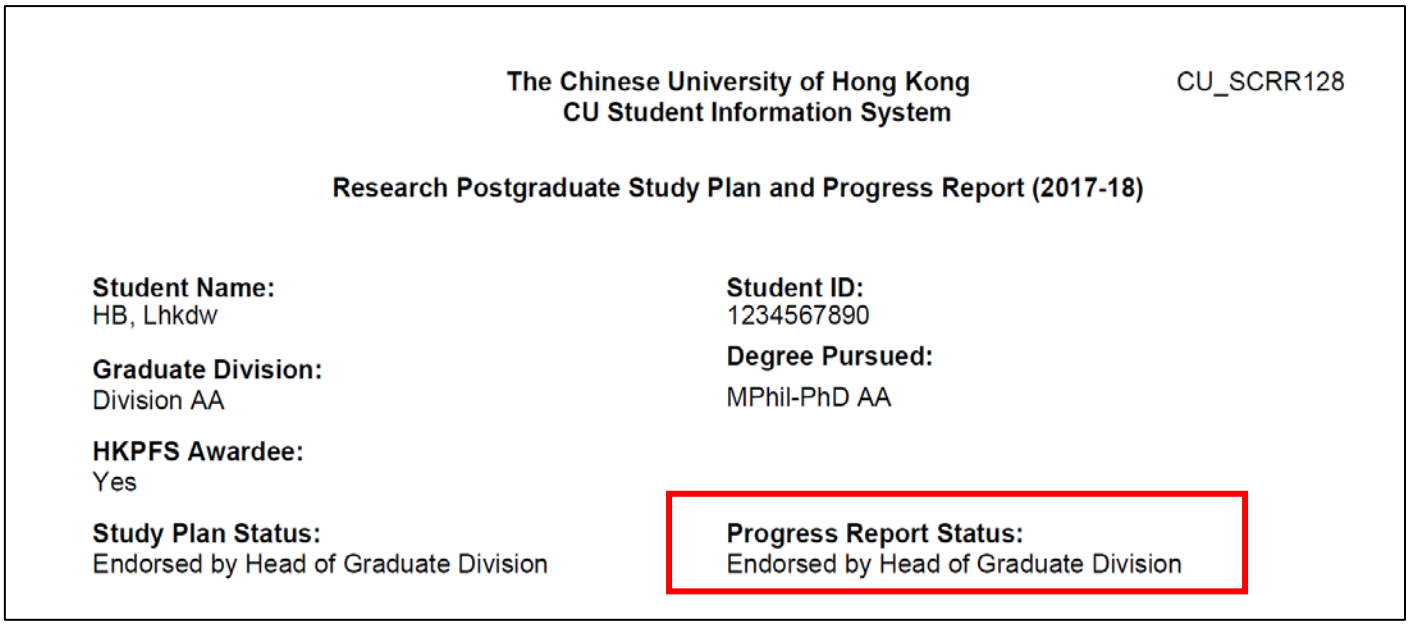
3. Approval:

- ☑ **I have discussed the Progress Report for this academic year with the student and approve its submission.**


Student's feedback to Supervisor's comments
I have read the Supervisor's comments on my Progress Report and
I have no further comments.
would like to make the following comments (max. 500 words):
I will work harder.
You may attach additional documents (in one file of size < 2MB):
File Name
Date
Add
View
Add
View
Endorsement by Head of Graduate Division
I. Confirmation:
I have read this Progress Report and
return it to the Supervisor for clarification and re-submission.
endorse it.
Close This Window
Save
Print
Submit

To view/download previous reports (if any) under “View previous reports”:

a) Previous report completed:



The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division AA

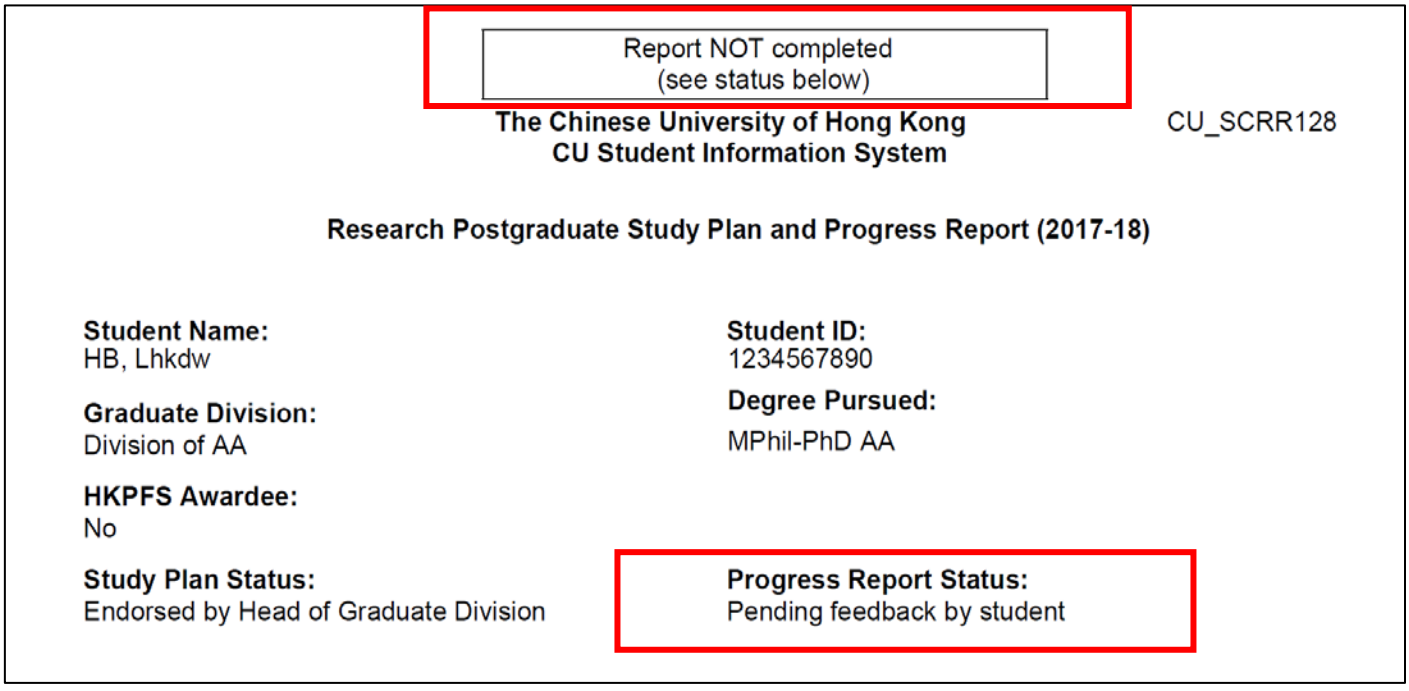
Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
Yes

Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Endorsed by Head of Graduate Division

b) Previous report not yet completed:



Report NOT completed
(see status below)

The Chinese University of Hong Kong
CU Student Information System

CU_SCRR128

Research Postgraduate Study Plan and Progress Report (2017-18)

Student Name:
HB, Lhkdw

Student ID:
1234567890

Graduate Division:
Division of AA

Degree Pursued:
MPhil-PhD AA

HKPFS Awardee:
No

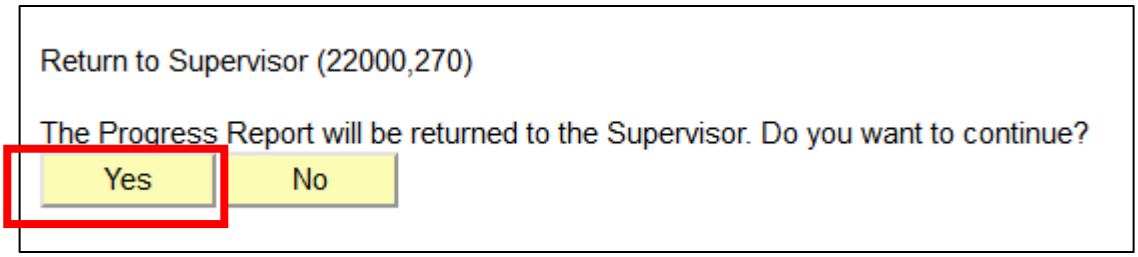
Study Plan Status:
Endorsed by Head of Graduate Division

Progress Report Status:
Pending feedback by student

E. Return of Progress Report to Supervisor (where applicable)

After reviewing the Progress Report, Head of Graduate Division may return the Progress Report to the Supervisor for clarification, choose "return it to the Supervisor for clarification and re-submission.", then SUBMIT, in which case a notification email to the Supervisor will be sent.

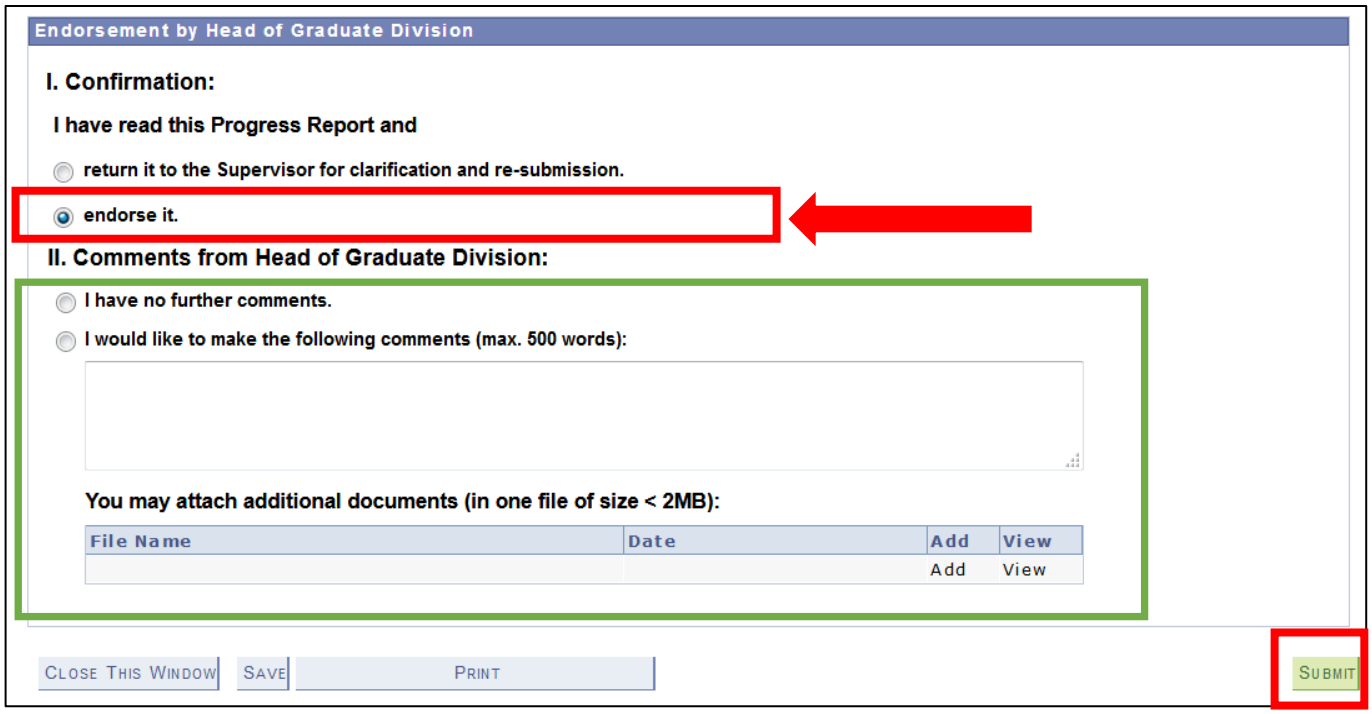
A confirmation dialog will then be shown.



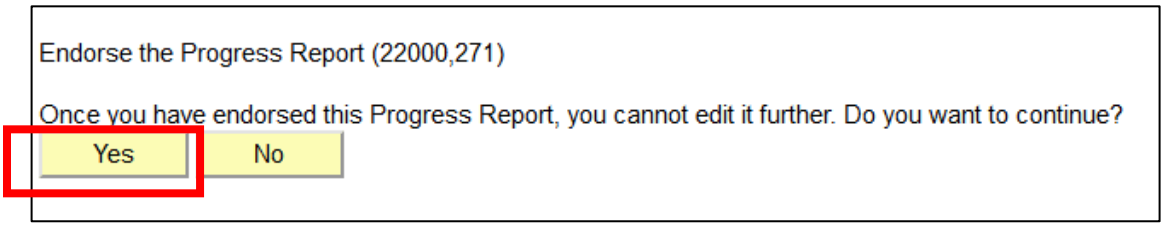
F. Endorsement of the Progress Report

After reviewing the Progress Report, Head of Graduate Division can endorse the Progress Report by choosing "*endorse it.*"

"II. Comments from Head of Graduate Division:" will be expanded for Head of Graduate Division to input comments, then click SUBMIT to complete the task.



A confirmation dialog will then be shown.



Step P5 in the workflow is completed.

A notification email to the student will be sent.

~End~